**Employment / Job Rejection Letter**

Date: [DATE]

Dear [NAME OF RECIPIENT],

Thank you for submitting your job application for the [POSITION TITLE] position with [NAME OF COMPANY]. The volume of applications makes for an extremely competitive selection process. After careful consideration, we regret to inform you that we have decided to move forward with other candidates at this time.

We thank you again for your interest in exploring a career at [NAME OF COMPANY].

Sincerely,

[NAME OF HR REP]

Human Resources

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