## IMG_256

## Rejection and Follow-Up Email Templates

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## Post interview rejection

Dear Candidate,

We want to thank you for your interest in our organization for the (x) position.

Your skills and experience were excellent. However, competition is tough, so we have decided to proceed with a candidate with more hands-on experience. However, we have kept your resume in hand and would like to encourage you to keep applying for any position in our organization that seems like it would be a good fit for you.

We hope to hear from you in the future.

In case you have any further questions, please feel free to contact us at xxx-xxx-xxxx.

Regards

ABC HR

## Post application rejection

Dear Candidate,

We appreciate your interest in (x) position in our company.

We have received many applications, and after careful consideration,

we regret to inform you that we won’t be able to proceed with your application at this point.

We are thankful for your interest in our company and would like to encourage you to keep applying in case another opportunity arises in the future.

We look forward to hearing from you again.

Regards

ABC HR

## Candidate no-show email

Hi (candidate name),

We reached out to you (date) for an interview for the position of (x). The interview was scheduled for (date), but unfortunately, you could not make it. We hope there were no issues and everything is well.

We wanted to know if you were still interested in the position and would like to appear for another interview. Please let us know, and we can proceed appropriately.

Regards

## Another opportunity for a rejected candidate

Hi (candidate name),

We met recently when you applied for our organization’s (x) position.

We were impressed by your knowledge and eloquence and enjoyed talking with you.

I am (name and position). We liked your profile last time, and even though we proceeded with another candidate, we kept you in mind for future opportunities. We are pleased to inform you that another opportunity is available in our organization which we believe would suit your skills and experience.

If you are interested, please reply to us with your updated resume, and we can proceed further.

We are looking forward to a positive response.

Regards