Model Tool: Candidate rejection letter, job application

Why you need this model tool:

After you've made a hiring decision, you have an obligation to get back to the people who applied for the position but did not get the job.

How this model tool helps you:

It can be difficult to know what to say to an applicant who was not hired.

How to use this model tool:

This model tool is a letter that can be customized for your firm and any applicants or job openings. It includes the appropriate language and information to fulfill your obligation to people who applied for but did not get the job.

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[Firm Letterhead]

[Date]

Dear [Insert Name]:

Thank you for your interest in employment at [Firm Name].

As you might expect, we receive numerous resumes from highly qualified candidates and a hiring decision is not easy. However, we have chosen another candidate who is a better match for the position.

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name]

[Title]

[Firm Name]