

SAMPLE: Regret Letters

For General Use

Hello [Candidate Name],

Thank you for your interest in our [Job Title] opening. We have reviewed your resume and unfortunately, we have decided to pursue other candidates who appear to match our requirements (skills and experience) more closely at this time.

Thank you again for your interest in an employment opportunity with [Location Name], and we wish you the best in your job search.

For a Candidate that has Interviewed

Hello [candidate name],

Thank you for taking the time to interview with us for our [Job Title] opening. Unfortunately, we have decided to pursue other candidates who appear to match our requirements more closely at this time.

Thank you again for your interest in an employment opportunity with [Location Name], and we wish you the best of luck in your job search.