



[Company Logo Delete or Replace]

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Candidate rejection email template

Subject: Your application at [company name]

Dear [name],

Thank you for taking the time to apply for the [job title] position at [company name]. We enjoyed reviewing your application and learning more about you and your background.

After thoughtful review, we've chosen to proceed with other candidates. However, we truly appreciate the effort you put into your application and wish you every success in your job search and future career.

Kind regards,
[Your name]
[Job title]
[Company name]

Candidate rejection email template

Subject: Outcome of your application

Dear Carolyn,

Thank you for applying for the Junior Marketing Executive role at Wavewords and for speaking with our team last week. It was a pleasure to learn about your experience, particularly your work on recent brand campaigns.

After careful consideration, we have decided to proceed with another candidate whose background more closely aligns with our current needs. That said, we were impressed with your creative approach and would encourage you to apply for future roles that match your skills.



[Company Logo Delete or Replace]

Thank you once again for your time and effort, and we wish the best in your professional journey.

Best regards,
Dan Brown

HR Manager

Wavewords

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