

Job Rejection Email Templates to get inspiration from

Writing and sending job rejection emails with a standardised template helps make your organisation look professional. Having a template helps you avoid any awkward wording that can be taken the wrong way, and makes the job rejection process automated while keeping high standards of professionalism.

Here are a few of the job rejection email templates I use for different interview stages.

Late Stage Rejection Template

This template is for job candidates who made it to the second round of interviews or later. You owe the job candidate extra personal feedback and communication if they made it this far in the process.

Hi {insert name}

Thanks so much for interviewing with us on {DATE}.

Unfortunately, I'm sorry to say that, we won't be moving you through to the next stage of the process.

I was really impressed by your {XYZ}

However, after careful reflection on the conversations we've had and the notes I've made throughout, {WHY THEY'RE BEING REJECTED}

Feedback is extremely important to us. If you'd like any more feedback about your interview I'm happy to share it, and if you have any feedback for us please do fill in this 2-minute survey.

Thank you again for your time and for considering Charlie.

All the best,

The Charlie Team

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Early Stage Rejection Template

This is a job rejection email template you can use after you review the candidate's CV and decide early on that it's not a good fit.

Hey {insert name},

I hope you're well.

Thank you for your interest in our {name of role} role.

We've been overwhelmed by the quality and quantity of candidates for this position and have been fortunate enough to put a shortlist of candidates together for this role.

We appreciate you taking the time to apply and we apologise that we can't move forward on this occasion – we wish you the very best of best of luck with your job hunt. ☒

We're actively hiring this year, so please feel free to keep an eye on our careers page for any future suitable vacancies.

All the best,

The Charlie Team

Feedback is extremely important to us here at Charlie, so if you have any feedback on the application process for this role, please email patrick@charliehr.com with your thoughts.

We will keep your CV on file for 24 months in case we have any suitable vacancies come up in the future. If you do not wish for us to do this, please reply to this email to let us know and we will delete your data.

Having an HR advisor from Charlie help you make a tailored job rejection email specific to your company's values can make the process much less painful and awkward for all concerned. The way you treat the people who work for you – and want to work for you – is a reflection of your company culture.

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