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## Job Rejection Letter

Dear \_\_\_\_\_;

Thank you for your application for the position of \_\_\_\_\_.

We have reviewed your application for the said position and during the process of screening and shortlisting the candidates for an initial interview. We have reviewed your application, and unfortunately we are not able to offer you a position at this time. Although your educational background and work experience are impressive, we regret that the requirements of this position do not match your qualifications.

We appreciate your efforts in taking time to apply for the position with our company. You are welcome to apply to future career opportunities at \_\_\_\_\_. You can check the careers page of our website an social media accounts, and apply for the other opening positions that we have.

Again, thank you for applying with us and we wish you all the best.

Sincerely,

**Human Resources Administrator**

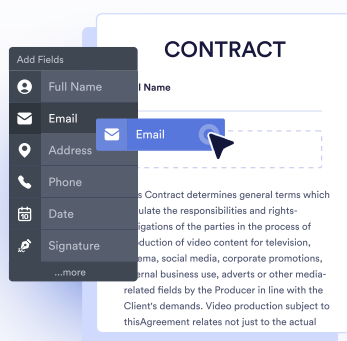


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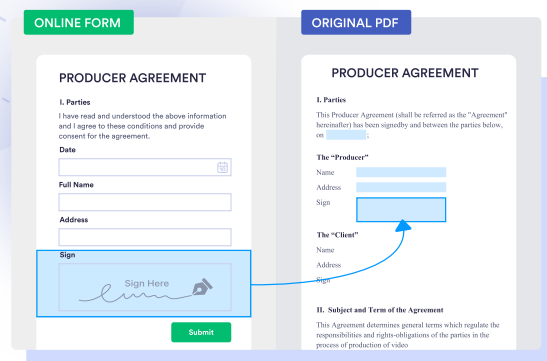
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