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

Jotform
Automatically create polished, fillable and signable documents
Clone the document for free!

Jotform

This document is a PDF copy of **Job Rejection Letter** template. You can edit it with **Jotform Sign** and convert to an eSign document with **Jotform Sign**.

Edit PDF

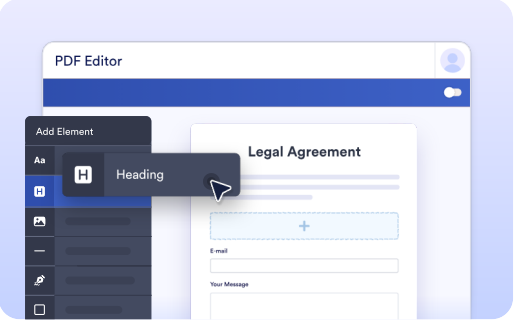
Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.

Jotform PDF Editor

Turn form submissions into PDFs automatically ready to download or save for your records.

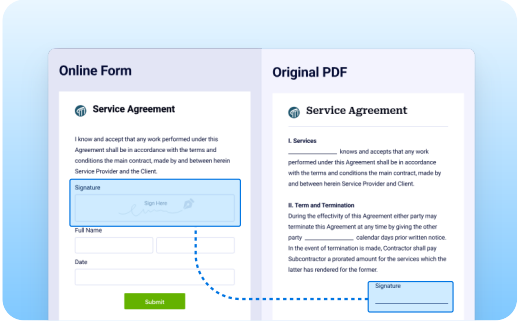
jotform.com/products/pdf-editor/



Smart PDF Forms

Convert your PDF files into online forms that are easy to fill out on any device.

jotform.com/products/smart-pdf-forms/



Jotform Sign

Collect e-signatures with Jotform Sign to automate your signing process.

jotform.com/products/sign/



These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.