

On-site interview rejection email template

From: [your name]

To: [candidate name]

Subject: [company name] interview update | [candidate name]

Hi [first name],

Thank you again for taking the time to speak with me [time frame]. I really appreciated having the opportunity to hear more about you and the work that you've accomplished.

After meeting with the team, we've decided to move forward with other candidates who have skill sets and experience more aligned with what we're looking for in the role. We appreciate all the time you spent with our team, and we plan to keep your resume on file in case another similar position opens up in the future.

[Add this line at your discretion] If you'd like, I'd be happy to hop on a call with you to share additional feedback. Let me know when you're available.

Best,

[your name]