

# Phone screen rejection email template

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From: [your name]

To: [candidate name]

Subject: [company name] follow-up

Hi [first name],

Thank you for your time. I enjoyed speaking to you over the phone.

We've had a lot of interest in this role, which means we've had to make difficult decisions when selecting who to move forward with in the process. Unfortunately, after [reviewing your relevant experience/ technical interviews/etc.], we will not be moving forward with your application at this time.

Although this position did not work out, our networks are very important to us. We encourage you to keep an eye out for any roles you feel are a good match with your skills and experience. If there's a new position that's a good fit, reach out to us! And, of course, we'll keep your information on file in case there's ever a new role that fits your experience or expertise.

Best,

[your name]