

Sample letter or email to an unsuccessful candidate

Dear

Thank you for meeting with us to discuss the position of . It was interesting discussing your background and experience in more detail.

Although you were among a number of high calibre applicants we interviewed for this position, unfortunately you were not successful in obtaining this particular role.

Thank you for the interest you showed in joining our company. We would like to keep your resume on file, to consider you if another suitable role comes up in the near future.

Yours sincerely