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# Employment Rejection Letter Sample

**Jessica Carter**

**Human Resources Manager**

**Innovatech Solutions**

**100 Tech Avenue**

**Silicon Valley, CA, 94088**

**Email: [jcarter@innovatechsolutions.com](mailto:jcarter@innovatechsolutions.com)**

**Phone: (555) 234-5678**

**Date: [Date]**

**Dear [Candidate's Name],**

I hope this message finds you well. I am writing to you on behalf of the recruitment team at Innovatech Solutions regarding your application for the [Job Title] position.

After a thorough review of your application and careful consideration, we regret to inform you that we will not be moving forward with your candidacy for this role. This decision was not easy and took into account the highly competitive nature of our selection process and the specific requirements of the position.

We were impressed by your qualifications and professional experience, and making this decision was challenging given the high caliber of applicants this year. We sincerely appreciate the time and effort you invested in your application and our interview process.

While we are unable to offer you a position at this time, we would like to keep your resume on file for future opportunities that match your skills and experience more

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closely. We believe your talents are valuable and may well find a fitting opportunity within our organization in the future.

Thank you again for your interest in joining Innovatech Solutions and for the dedication you showed throughout our selection process. We wish you the best of luck in your job search and future professional endeavors. Should you have any questions or wish for feedback on your application, please feel free to reach out to me directly.

**Warm regards,**

**Jessica Carter**

**Human Resources Manager**

**Innovatech Solutions**