

Job Rejection Letter Sample to Employer

Date

Name

Address

City, State, ZIP

Dear Ms/Mr (name):

Thank you for your application submission for the (POSITION TITLE) position with the (DEPARTMENT NAME) at Bronx Community College/CUNY. Further to your recent application for the (POSITION TITLE) position, I regret to inform you that on this occasion you have not been shortlisted for interview.

May I take this opportunity to thank you for your interest in the above referenced position and wish you continued success in finding suitable employment. If you wish to obtain more detailed feedback regarding your application, you may contact Mrs. Jesenia Delgado, Chief Diversity Officer with the campus Office of Affirmative Action, Compliance and Diversity at (718) 289-5100, x3494.

Sincerely,
Chair, Search Committee