

Sample Rejection Letter Format

[Date]

[Applicant Name]

[Applicant Address]

Dear [Applicant],

Thank you for your interest in the position of [Title] at [Site Name]. We would like to advise you that this position has been filled with another applicant whose experience and qualifications best matched the needs of our organization.

There may be other opportunities in your community. To learn more, please contact [Local Program Contact Information]. Thank you again for your application, and we wish you continued success in the future.

Sincerely,

[Name]

[Title]

[Program]