

PUTTING IT ALL TOGETHER: CANDIDATE FOLLOW-UP TEMPLATES

Rejected Candidate: No Interview Was Offered, the Position Is Still Open

Dear Candidate's First Name,

Thank you for your interest in the position of **job title** with **name of your company**. We were fortunate to have many well-qualified candidates. After careful consideration, we regret to inform you that we are moving forward with other candidates whose qualifications are better suited for the position and our needs at this time.

Thank you for your interest in **name of your company**. We wish you all the best for the future.

Regards,

Name

Title

P.S. If you have a minute, we'd appreciate hearing your impression of your candidate experience with **name of your company here**. You can send me a reply via email or **visit our career portal and leave a note there**.

Rejected Candidate: An Interview Was Conducted, the Position Is Still Open

Dear Candidate's First Name,

Thank you for taking the time to interview with us about the position of **job title** with **name of your company** on **date of interview(s)**. It was great for the team to meet you and get to know you a little better.

We were fortunate to have some very well-qualified candidates, and you were among the few invited to be interviewed. It was a tough decision, and we regret to inform you that we will not be taking the process further with you for this position.

Despite the strength of your **one or two of the candidate's strengths here (e.g., experience, education, decision-making skills, specific technical skills, good interviewing ability, etc.)**, we will be moving forward with a candidate who **one or two skill sets or abilities the job requires or a better candidate has**.

We will keep your resume on file. You're a great candidate and may fit our needs later. Thank you for your interest in **name of your company**. We hope you'll keep an eye on our jobs page. I'm happy to answer any questions you have and would appreciate hearing your impression of your candidate experience with **name of your company**. You can send me a reply via email or **visit our career portal and leave a note there**.

Regards,

Name

Title

The Position Is Still Open, the Candidate Is Still a Strong Contender

Dear Candidate's First Name,

Thank you for taking the time to speak to us about the position of job title with name of your company. We're fortunate to have several well-qualified candidates under consideration, including yourself. I just wanted to let you know personally that we are still very interested in the possibility of you continuing your career at name of your company. We hope to make a selection shortly.

I'm happy to answer any questions you have at any time. You can send me a reply via email, give me a call, or visit our career portal and leave a note there.

Regards,

Name

Title

The Position Has Been Filled, You Want to Keep the Candidate in Your Talent Pipeline

Dear Candidate's First Name,

Thank you for taking the time to interview with us for the position of job title with name of your company on date of interview(s). It was great for the team to meet you and get to know you a little better. We were fortunate to have some very well-qualified candidates, and you were among the few invited to be interviewed.

Despite the strength of your one or two of the candidate's strengths here (e.g., experience, education, decision-making skills, specific technical skills, good interviewing ability, etc.), we have moved forward with a candidate who one or two skill sets or abilities the job requires or a better candidate has.

It was a tough decision and we want to encourage you to apply to other positions with name of our company in the future. We will keep you in mind should a position that matches your expertise open up. We think you'd be a great addition to the company.

Thank you for your interest in name of your company. We hope you'll keep an eye on our jobs page.

I'm happy to answer any questions you have and would appreciate hearing your impression of your candidate experience with name of your company. You can send me a reply via email or visit our career portal and leave a note there.

Regards,

Name

Title