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Sample Regret Letters – Suitable for Inside or Outside Candidates who have been Interviewed but not selected

Date

Name
Address

Dear _____:

Thank you for the opportunity to interview you for the position of _____ . It was a pleasure meeting with you.

Although your credentials and work experience are most impressive, another candidate whose qualifications more closely meet our needs has been selected.

Your interest in this position at _____ Restaurant is appreciated.

Sincerely,

Hiring Official's Name
Hiring Official's Job Title

Hello _____,

Thank you for taking the time to meet with/talk to us regarding opportunities at _____ Hotel.

We have carefully reviewed your candidature against __<company> Current requirements and we do not have a position suitable to your profile - at the present moment.

The decision is not based on any single aspect but a combination of relevant experience, company requirements, and the other pool of candidates available for the position.

Again, thanks for your interest and time.

Best Regards,

Dear _____

Thank you for your recent application for employment with [name of company]

We regret to inform you that there are no openings in our firm at this time. While we know this is disappointing news, we would like to retain your application in our files for future openings.

Thank you for your interest in working for our company.

Thanks & regards,

Dear _____

Thank you for attending the interview (or group selection event) with us on (date) at (location) for the position of (position). we regret to inform you of our inability to offer you a vacancy suitable for you at present. We wish to point out that this is no reflection on your potential but only reflects our present constraints in the way of offering you a position befitting your education and capabilities.

Thank you for the interest expressed in our Company. We wish you a bright and successful career.

Yours truly,

Name and address of candidate.

Date

Dear (Mr/Ms/Mrs/Miss Surname)

Thank you for attending the interview (or group selection event) with us on (date) at (location) for the position of (position).

While you presented yourself extremely well and impressed us very much, I regret that we are not on this occasion able to offer you the position, due to there being other better qualified (or more suitably qualified) candidates.

I thank you for the interest and enthusiasm you have shown and wish you all the best for the future.

Best wishes, etc

Hope above will help you.

Regards,