Sample Employment Rejection Letter

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[Date]

[Courtesy title such as Mr., Ms.] [Applicant's first name] [[Applicant's last name]
[Street address or P.O. Box]
[City], [State] [Zip code]

[Courtesy title] [Last name]:

Thank you for your applying to work with [insert company name] company. The purpose of this letter is to notify you that the position for which you applied [insert accurate description of the situation, such as "has been filled at this time" or "is not open at this time" or "is no longer available"]. Your application will remain active in our system for [insert length of time your company keeps applications active], after which time you will need to re-apply if you wish to be considered or future employment opportunities.

Again, thank you for taking the time to apply with [insert company name]. Best wishes for success in your future endeavors.

Regards,

[Sign here]

[Type sender's name], [Title]