

JOB REJECTION EMAILS



Write professional job rejections and avoid the
biggest mistakes

WWW.TALENTION.COM

Introduction

If you're a recruiter, chances are high that you've had the unpleasant task of writing a job rejection email. It can be difficult to determine what information you should include and how you should convey the bad news to applicants.

With the right tips and tricks, writing a job rejection email doesn't have to be such a pain. In this e-book you will learn how to write a professional job rejection email and how to avoid any major mistakes. We will also provide a few best practice job rejection email templates for you to start using.

Table of Contents

1. How To Write Job Rejection Emails That Candidates Won't Hate
2. Job Rejection Emails: Don't Make These 6 Common Mistakes
3. 3 Job Rejection Email Samples That Can Be Used Today
4. Get to know Talention

How To Write Job Rejection Emails That Candidates Won't Hate

Job rejection emails can be a pain point for many recruiters. They have to find a way to break bad news to candidates in a positive and professional way. If you're a recruiter who shares this struggle, check out our **five tips on how to write the perfect job rejection email**.

5 Tips for Writing Job Rejection Emails That Candidates Won't Hate

1. Be personal

Every candidate's biggest pet peeve is putting time and effort into an application and getting a generic rejection back that is addressed, "Dear Applicant". It makes them feel like you may not have even given their application the time of day.

By addressing the rejection email with their name, they no longer feel like an anonymous applicant. And it's even possible to do this via an [email automation](#) tool that allows you to send personalized mass emails to multiple candidates at a time.

How To Write Job Rejection Emails That Candidates Won't Hate

2. Thank them for their time

Even if they are being rejected, candidates still want to feel valued. They invested time into preparing an application and they want this to be recognized. Make sure you include a line thanking them for their time and interest in your company, just a short show of appreciation can go a long way.

3. Give them a reason, when possible

Most candidates want to know why they have been rejected, particularly the farther they are in the [application process](#). It helps them to understand why they weren't selected and what they can do to improve for future positions.

It doesn't need to be a detailed answer, a short sentence addressing the reason will do. For example, let them know you selected a more experienced applicant or that they weren't the right cultural fit for the company.

4. Offer them the chance to stay connected

If a candidate is truly interested in your company, they are likely to be disappointed by the fact that they didn't get selected for this position, yet still want to stay in touch.

By including a link to your [talent pool](#) in your email, you offer them the possibility to stay in contact and receive updates on future positions. This also gives you the opportunity to fill your talent pool with qualified candidates who may not be ready yet for a position at your company, but could be a great fit in the future.

How To Write Job Rejection Emails That Candidates Won't Hate

5. End things on a positive note

Ultimately you should end your job rejection email on a positive note. You want to leave the candidate feeling like they had an overall positive experience with your company, although they were not selected.

Why does this matter? If they were a qualified candidate, you want to leave the possibility open that they would apply to a future position. Additionally, in the age of sites like Glassdoor, you should be aware that the candidate may leave a review about [their experience](#).

Job Rejection Emails: Don't Make These 6 Common Mistakes

Job rejection emails are usually met with mutual disdain from both recruiters and candidates. Recruiters don't want to write them and candidates don't want to receive them. Yet they don't have to be such a pain, as long as you follow the right protocol. Find out in our article how you can avoid the six common mistakes recruiters often make with job rejection emails.

6 mistakes you're making with your job rejection emails

1. Not sending an email at all

Quite possibly the worst mistake you could make is to not send a rejection email at all. Candidates are often waiting for a response, constantly checking their email to hear back about their application - don't make them wait in vain.

Although rejection emails can be difficult to write, it's important that you take the time to acknowledge the work that the candidates have put into their application or into the [interview process](#).

Job Rejection Emails: Don't Make These 6 Common Mistakes

2. Not thinking about candidate experience

Going along with the previous point, you should be considering how the rejection email will affect [candidate experience](#). Although an applicant may not be right for the current position, there is always the possibility that they may be a fit for a future position. That's why it's so important to leave them with as much of a positive feeling as you can, even though it's a rejection email.

It's also important to consider that there are sites like Glassdoor that allow applicants to rate the application process. If you want to maintain a positive score, you need to make sure you're thinking about how the application process is for candidates.

3. Not personalizing your rejection emails

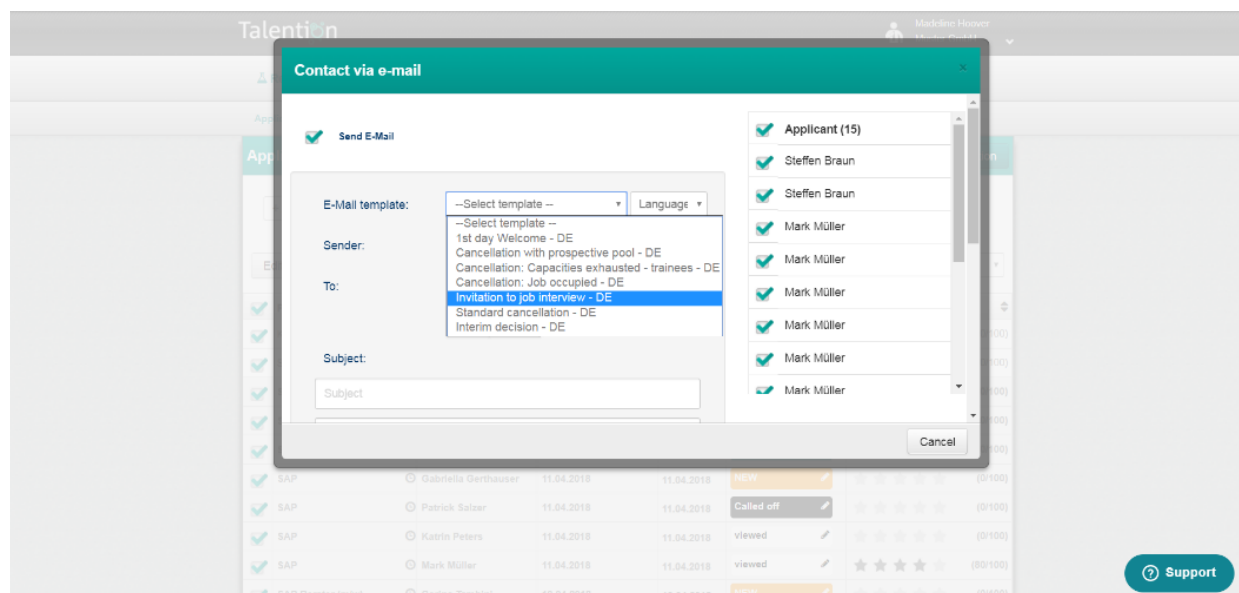
Your rejection emails should include at least some form of personalization. For example, using the candidate's name rather than a generic greeting at the beginning of the email is a must. Referencing the title of the job they applied for is another good way to include some personalization.

Job Rejection Emails: Don't Make These 6 Common Mistakes

4. Not using automation

I know what you might be thinking - how can an email be both personalized and automated? This is possible through using an automated email tool that can extract data like the candidate's name and include it in the mail.

[Automating your emails](#) will save you time, ensure that your candidates receive a response in a timely manner, and will make sure that you don't forget to send any of the emails.



Job Rejection Emails: Don't Make These 6 Common Mistakes

5. Not leaving things open for future opportunities

As we mentioned before, qualified candidates who aren't the perfect fit for the current opening could be an even better fit for a future opening. Not including this as part of your rejection email could mean losing contact with a considerable amount of candidates who are interested in your company.

One great way to do this is by including a link to your [talent pool](#) to make sure they've signed up to receive updates on future positions. However, if you are sure that the candidate is not a good fit for your company in general, you should not include a reference to future openings.

Get suitable jobs by e-mail ×

Stay in touch with us and subscribe to our vacancies.

Please enter your name <input type="text" value="Please enter your name"/>	Please enter your last name <input type="text" value="Please enter your last name"/>
Please enter your email <input type="text" value="Please enter your email"/>	Please enter your chapter <input type="text" value="Please choose"/>
Please add your LinkedIn profile <input type="text" value="Please add your LinkedIn profile"/>	Please add your Xing profile <input type="text" value="Please add your Xing profile"/>

☐ I accept the Privacy and Terms of Use.

[Subscribe now](#)

Our Last Events

Job Rejection Emails: Don't Make These 6 Common Mistakes

6. Not sending a timely response

It isn't always easy to send out job rejection emails, particularly before you have finalized the decision-making process. If you aren't sure which candidate you're going to choose, it's understandable that you want keep your options open.

Nevertheless, as soon as you are sure that a candidate isn't the right fit, you should send out the rejection email.

3 Job Rejection Email Samples That Can Be Used Today

It is well known that it is not an easy task to write rejections for applications, yet the bad news still has to be delivered. But be careful, using the wrong wording may scare applicants or lead to a damaged employer image. Don't worry! We have **3 job rejection email samples** for you that can be used immediately and we will explain why you should use them.

3 Job Rejection Email Samples

It's understandable that recruiters prefer to focus on hiring rather than rejections. Writing job rejections is always an unpleasant process, but in the age of employer rating sites like Glassdoor it is an important part of recruiting.

As a recruiter, you shouldn't run the risk of damaging your employer image with negative reviews on the web. In order to save you from the unpleasant process of writing a rejection, we have **3 sample job rejection emails** for you, so that your candidate can still have a positive [candidate journey](#) despite the rejection.

3 Job Rejection Email Samples That Can Be Used Today

1. Sample rejection email of a general application:

Dear *Applicant's name*,

Thank you very much for your general application and your interest in our company.

Unfortunately, we have to inform you that we do not have any vacancies at the moment that match your qualifications.

We would like to stay in contact with you and add your promising profile in our talent pool in order to be able to contact you in the future with suitable job offers and to draw your attention to new job offers. If you are interested, please fill out the form via this link: *Add the link to your talent pool here*

We wish you all the best for the future and hope to hear from you again soon.

Kind regards,

Sender's name

3 Job Rejection Email Samples That Can Be Used Today

2. Sample rejection email of a specific application:

Dear *Applicant's name*,

Thank you very much for your application for the *job title* position and your interest in our company.

Unfortunately, we have to inform you...

...that we have already filled the position with another candidate.

... that we are not able to move forward in the recruiting process with you. Please do not take this as a devaluation of your knowledge and skills. We received a large number of applications and our decision is based on a number of factors.

... that we are withdrawing the advertised position and will not be filling it at this time. We sincerely apologize for this inconvenience.

We would like to stay in contact with you and add your promising profile in our talent pool in order to be able to contact you in the future with suitable job offers and to draw your attention to new job offers. If you are interested, please fill out the form via this link: *Add the link to your talent pool here*

We wish you all the best for the future and hope to hear from you again soon.

Kind regards,

Sender's name

3 Job Rejection Email Samples That Can Be Used Today

3. Sample rejection email after a personal introduction:

Dear *Applicant's name*,

Thank you very much for your application for the *job title* position and your interest in our company. It was a pleasure for us to get to know you personally.

Unfortunately, we have to inform you...

...that we've chosen another candidate. Please do not take this as a devaluation of your knowledge and skills. We received a large number of applications and our decision is based on a number of factors.

... that we are withdrawing the advertised position and will not be filling it at this time. We sincerely apologize for this inconvenience.

We would like to stay in contact with you and add your promising profile in our talent pool in order to be able to contact you in the future with suitable job offers and to draw your attention to new job offers. If you are interested, please fill out the form via this link: *Add the link to your talent pool here*

We wish you all the best for the future and hope to get back in touch with you soon.

Kind regards,

Sender's name

3 Job Rejection Email Samples That Can Be Used Today

Why you should use these sample job rejection emails

Although you are the bearer of bad news, you want to remain in a positive relationship with the applicant. There are three main aspects that we have considered and implemented for this purpose in our email samples:

- **1. Personalization:** Standard phrases such as "Dear applicant" should be avoided. Speak to your applicants by name, thank them for their interest in your company, and refer to the position.
- **2. Reason for rejection:** Nothing annoys applicants as much as not getting a reasoning for the rejection. In a study of 1,500 respondents, this aspect ranked first among the aggravating factors in the application process. There are various reasons that may have led to the rejection and it may seem difficult to formulate these positively. In our sample, you will find some help for the correct formulation.
- **3. Stay in touch:** This aspect serves both your prospective candidates and your company. The offer to include the candidate in your talent pool enables you to reach out to them for subsequent vacancies and point out new job offers.

Get a free Demo

We're happy to give you tips about how Talention can support you through sophisticated recruitment marketing measures so that you get more qualified applicants faster.



REQUEST A FREE DEMO