Unsuccessful Interview Email Template

Dear []

Thank you for taking the time to meet with us to discuss the position of [].

We regret to advise you that after careful consideration, your application has not been successful. We met with other applicants who were a closer match to the selection criteria for the position on this occasion or we were unable to find our ideal candidate on this occasion.

We would like to thank you for the obvious time and effort that you made with your application, for meeting with us, and for considering [] as a prospective employer. We would encourage you to apply for any other position that you consider suitable that [] might advertise in the future.

In the meantime, we wish you every success with your future career.

Yours sincerely,

[]