Unsuccessful Phone Screen Email Template

Dear [Applicant’s Name]

Thank you for taking the time to complete our phone screen for [Position Title].

We regret to advise you that after careful consideration, your application has not been successful. We spoke with other applicants who were a closer match to the selection criteria for the position on this occasion.

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

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

Yours sincerely,

[Name]

[Position]