

Rejection Application Letter

Copy this text onto your own blank Word document and add your company letter head and details to it. All text should be in Times New Roman, size 12 format.

<Date>

<Business Address>

<Address of Applicant>

Dear <Name>

Thank you for applying to work for <name of business>.

We regret to inform you that we are unable to offer you an employment position at this time.

MORE TEXT ON FULL RESOURCE.

Yours sincerely

<Signature>

<Print Name>