

Candidate Rejection Letter

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes respectful, brand-safe candidate rejection messages appropriate to the stage, with guidance on how much feedback to give. Use it to decline candidates well. For the offer side, use the Offer Letter Template.

Purpose of this tool & output

Decline candidates respectfully and on-brand

How the output is used

Use it to decline candidates respectfully and on-brand, keeping the door open for future roles.

Who receives it

The rejection is sent to the candidate who was not selected, by email, kept brief and respectful.

How to submit / file it

Send the message promptly after the decision, avoiding specific reasons that create legal or discrimination risk, and record that it was sent.

Who should vet it

HR, to keep the wording respectful and legally safe before it is sent.

Important cautions

AI-generated drafts; avoid specific rejection reasons that create legal risk.

Companion documents

- Job Description Writer
- Boolean Search String Builder
- Recruiter Outreach Message Writer
- Job Ad Optimizer
- Hiring Scorecard Builder
- Role Competency Map

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

