**Pre Screening Rejection Letter**

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|  | |
| [Company Name] | |
| [Company Address] | |
| [City, State, Zip Code] | |
| [Date] | |
|  | |

Subject: Your application to [Company Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you have invested in your application.

After reviewing your qualifications, we have concluded that we will not be moving forward with your application at this time. We receive a large number of applications, and unfortunately, we cannot offer interviews to all applicants.

Please do not be discouraged, as this does not reflect on your skills and accomplishments. We encourage you to apply for future openings that match your qualifications and interests.

Thank you again for considering a career with [Company Name]. We wish you success in your job search and professional endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)