**Email template**

Dear \_\_\_\_\_

We sincerely thank you for all the time and effort to apply for [Insert position name/title]. We enjoyed learning more about yourself and your experience. We regret to inform you that we have selected another candidate. However, we encourage you to continue applying and hope you are successful in the future.

In the event any openings come up, we will keep you information on file.

Please feel free it contacts us at any time if you have any questions.

Regards,

[ Your first and last name]

[company name]

**Phone Highlights**

Hello [ candidates name],

This is [your name, position, company name]

I am calling in regard to [ position they applied for]

I would like to thank you for all the and effort to apply for [Insert position name/title]. We enjoyed learning more about yourself and your experience. We regret to inform you that we have selected another candidate. However, we encourage you to continue applying and hope you are successful in the future.

In the event any openings come up, we will keep you information on filer.

Regards,

[ Your first and last name]