

Model Tool: Candidate rejection letter, job interview

Why you need this model tool:

After you interview candidates for an open position and choose the one you wish to hire, you have an obligation to get back to the people who spent time interviewing but did not get the job.

How this model tool helps you:

It can be difficult to know what to say to a candidate who was not hired.

How to use this model tool:

This model tool is a letter that can be customized for your practice and any candidates or job openings. It includes the appropriate language and information to fulfill your obligation to those candidates who interviewed but did not get the job.

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[Practice Letterhead]

[Date]

Dear [Insert Name]:

It was a pleasure meeting with you to discuss your background and interest in the [Job Title] position at our medical practice. We appreciate your time and patience throughout the interview process.

We did have several highly qualified candidates for the position and it has been a difficult decision, but we have decided to hire the person who we feel is best qualified for the job and have chosen another candidate.

Thank you for your interest in [Practice Name]. We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name]

[Title]

[Practice Name]

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