

# Bad-news Letter Examples

These examples of real employment rejection letters have been redacted of any information that might divulge the identities of the individuals and organizations involved. Below each letter is the beginning of an assessment student groups can discuss about how well each letter complied with the principles discussed in class.

## **Bad-news Letter 1**

Dear Martin,

I have an update about the [BLANK] position at [BLANK] for which you applied. It doesn't look like we'll be inviting more candidates to interview, at least not at this time. As you can infer from our other conversations, you were in the small group of candidates with outstanding qualifications with whom we conducted initial interviews. I am indeed sorry not to be able to invite you to continue in the application process.

Sincerely,  
Daniel Harrison IV

## **Assessment**

Positive

- Gets to the point quickly.
- Shows some emotion and regret because the candidate was qualified.
- Gives the candidate praise.

Improvement

- Doesn't anticipate any future interactions.

## **Bad-news Letter 2**

Thank you for your interest in the [BLANK] position with the [BLANK] department at [BLANK].

This letter is to advise you that after careful consideration, you were not advanced to the next stage of the selection process. Thank you for your interest in a career with the [BLANK]. We wish you the best in your employment endeavors. Please do not hesitate to apply for other positions with [BLANK].

If you have questions, please contact [BLANK] – (212) 867-5309 or [BLANK] at hr@company.com.

Thank you,  
[BLANK] Human Resources

## **Assessment**

Positive

- Gets to the point quickly.

Improvement

- Doesn't anticipate any future interactions.
- Doesn't acknowledge that the candidate was qualified.
- Seems very impersonal.

### **Bad-news Letter 3**

Dear David,

You recently applied for a position at [BLANK]. Thank you for your time interviewing for the position of [BLANK]. Though you were one of the finalists for the position, unfortunately, after all the applicants' information was considered, you were not selected as the final candidate for this position. Please do not let this deter you from applying for future openings. With our on-line application system, you can always access your information and update it accordingly for future openings. Thank you for considering [BLANK] as a potential employer.

### **Assessment**

#### Positive

- Gets to the point quickly.
- Does acknowledge the candidate was a finalist.

#### Improvement

- Doesn't anticipate any future interactions.
- Doesn't acknowledge that the candidate was qualified.
- Seems very impersonal.
- Lacks any contact information. The reader is not sure if the message was sent from someone on the hiring/search committee.