



Be Great Learning Series

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Response to Unselected Candidates by HR Department: Format

An organization must guarantee that the HR Department delivers a written or verbal response to all candidates who were not selected after attending an interview. Remember, today's unsuccessful candidate could be tomorrow's perfect fit. Providing a positive experience for candidates will keep them motivated to pursue positions within your company. This approach not only enhances the company's branding but also strengthens the HR department's reputation. Here is a sample e-mail to be sent to the not selected candidates. For example, the position is Manager - Business Development.

Sample Format

Subject: Outcome of Your Application for Manager - Business Development Position

Dear [Candidate's Name],

I hope this message finds you in good health and high spirits.

I want to express our heartfelt appreciation for your genuine interest in the Manager - Business Development position at our organization. Your enthusiasm, dedication, and the effort you invested during the interview process did not go unnoticed.

Shekhar Ganagaluru

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Your competencies and abilities are indeed commendable and have added significant strength to your profile. The achievements you highlighted truly reflect your passion and potential in the field of business development.

After a thorough and thoughtful evaluation, it was a difficult decision to make, but we have chosen to move forward with another candidate whose qualifications and experience closely align with our current requirements. Please know that this decision does not diminish the value we see in your profile; it was a highly competitive selection process.

With your consent, we would like to keep your profile in our database. This will allow us to consider you for any suitable positions that match your skills and competencies in the future. We believe your talents would be a valuable asset to our company, and we sincerely hope to explore opportunities with you in the coming days.

Thank you once again for considering our company as your potential employer. We appreciate the time and effort you dedicated to our interview process. We wish you the very best in your future endeavors, and we hope our paths cross again.

Warm regards,

[Your Full Name]

[Your Job Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]

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