

Sample Rejection Letters

[Date]

[Applicant Name]

[Applicant Address]

Dear [Applicant],

Thank you for your application to [program name], an AmeriCorps program. We are unable to offer you a member position at this time. We review all our applicants with the same process: screening, reference check, and interview. Based on our findings, we do not find you to be a good match for our program.

I hope that you are able to find another avenue in which to satisfy your desire to serve the community and environment. You can see other service opportunities at the AmeriCorps national Web site at www.americorps.org. For local options, you can contact [agency]. Good luck to you.

Sincerely,

[Name]

[Title]

[Program]

[Date]

[Applicant Name]

[Applicant Address]

Dear [Applicant],

Thank you for your application to [program name]. We sincerely appreciate your time and interest in national and community service. We received many applications from highly qualified applicants, and our screening process was very rigorous. Unfortunately, we are unable to offer you an interview at this time.

We wish you the best in the coming year. We hope that you are able to find another avenue in which to satisfy your desire to serve the community and environment.

Sincerely,

[Name]

[Title]

[Program]

[Date]

[Applicant Name]
[Applicant Address]

Dear [Applicant],

Thank you for your interest in the position of [Title] at [Site Name]. We would like to advise you that this position has been filled with another applicant whose experience and qualifications best matched the needs of our organization.

There may be other opportunities in your community. To learn more, please contact [Local Program Contact Information]. Thank you again for your application, and we wish you continued success in the future.

Sincerely,

[Name]
[Title]
[Program]