

Example of a Rejection Letter

If an applicant has come for an in-office interview, notification that she/he will not be hired should be mailed or emailed within one week.

Dear ,

We appreciate your taking the time to come into our office for an interview. I thoroughly enjoyed meeting and talking with you.

We have hired an assistant (or business staff member) with dental (or medical) office experience (or experience suited to our office). We are convinced it was only through interviews with excellent candidates such as yourself that we were able to decide on the particular skills and experiences that best meet our needs.

We are keeping your application on file and will contact you should another position in our office become available. (or Thank you. -- If you know your office will never be interested in this particular person, simply end with "Thank you.")

Sincerely,

Signed by the Dentist or the Practice Administrator