**Post-On Site Interview Script: Candidate Not Selected**

**Hiring Mgr. should always attempt to call the candidate first**

**Subject:** Follow up to [position] on site interview – [Last Name]

Hello [Name],

Thank you again for the time you invested in the HSA Program Assistant interview and the time you took to meet with our Health Sciences Administration team. We enjoyed speaking with you and appreciate your interest in our Program Assistant position. While we were impressed with your resume, we don’t feel that our current opening is the best fit for your qualifications and experience, so we will not be moving forward with your application at this time.

Thank you again for your time and interest.  We wish you the best in your job search.

Sincerely,

[Insert Your Name and Signature Block]