[Month Day, Year]

[Name of Applicant]

[Street Address]

Dear Mr./Ms. [Applicant Last Name]:

Thank you for your interest in the [Name of Position] at [Company Name]. We interviewed a number of qualified candidates and have unfortunately decided to proceed with other applicants who more closely fit our needs at this time.

We appreciate you taking the time to submit an application and come in to meet our team. We wish you the best of luck in your job search and thank you for your continued interest in our company.

Sincerely,

[Name of Sender]

[Sender’s Title]

[Company Name]

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