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**RE: Application for Employment with \_\_\_\_\_**

Dear \_\_\_\_\_:

Thank you for your application for \_\_\_\_\_ at \_\_\_\_\_.

Your submitted application materials have been reviewed. Unfortunately, we have to inform you that your application was unsuccessful on this occasion and that we will not be offering you an interview.

Please keep us in mind and apply again in the future should you see a job posting for which you qualify.

We appreciate your interest in joining our company and we want to thank you for the time and energy you invested in the application.

We wish you every success in your current job search and any future endeavors.

Once again, thank you for your interest in working with us.

Kind regards,

\_\_\_\_\_

