

_____, 20____

RE: Application for Employment with _____

Dear _____:

Thank you for your application for _____ at _____.

This letter is to let you know that you have not been selected for the position.

Thank you for taking the time to meet with us.

We will keep your resume on file, and if there are other job positions available we will keep you in mind.

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,

