# REJECTION LETTER

From:

(Employer)

(Company Name)

(Address)

(City, State, Zip)

To:

(Applicant’s Name)

(Address)

(City, State, Zip)

(Date)

Dear (Applicant’s Name)

Thank you for your interest in applying for the position of (Applied Position).

While we were impressed with your background and experience, we have concluded that your qualification does not closely matches our requirements. We sincerely regret that we cannot offer you employment at this time.

You have our best wishes for success in locating the career opportunity you deserve. We will retain your resume in our files to review for future opening for up to six months In the event of an appropriate available position, we will not hesitate to contact you.

Very truly yours,

(Company Representative Name)

(Position)

Human Resources