Bill Lee

123 Business Rd., Business City, NY 54321 · 555-555-5555 · bill.lee@email.com

September 1, 2018

Thomas Rodriguez

123 Main Street

Anytown, CA 1234

Dear Thomas:

We appreciate that you took the time to apply for the position of (name of position) with our company. We received applications from many people. After reviewing your submitted application materials, we have decided that we will not offer you an interview.

We appreciate that you are interested in our company. Please do apply again in the future should you see a job posting for which you qualify. Again, thank you for applying. We wish you all the best.

Regards,

Bill Lee (Human Resources Staff Signature)

Bill Lee (Human Resources Staff Name)