

Date

[Name of Applicant]
Address
Address

Dear [Name of Applicant],

Thank you for applying for our job opening. After carefully reviewing your qualifications, we have decided to pursue other candidates whom we feel more closely meet our needs at this time.

We appreciate your interest in our company, and the time it took to apply with us. Please feel free to apply for open positions with us in the future.

Again, thank you for considering us as a potential employer. We wish you success in your career pursuit.

Sincerely,

[Hiring Manager]
[Title]