Today's Date

 Applicant Name  
Street Address  
City, State, Zip

Dear Mr./Ms. Applicant:

Thank you for the opportunity to meet with you and discuss your qualifications for the position of Job Title.

While we were impressed with your background and experience, we have concluded that another candidate's qualifications more closely match our requirements.  We sincerely regret that we cannot offer you employment with our organization 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 openings for up to six months.  In the event of an appropriate available position, we will not hesitate to contact you.

We appreciate your interest and the time you have invested in interviewing with Any Company.

Very truly yours,

 Any Company Representative Name

Human Resources