**Employment Interview Rejection Letter**

**Donald Harris,**

Recruitment Head,

Green Finance Inc,

Colorado-81212

June 09, 2011

Christopher Anderson,

555, Canon City,

Colorado

Dear Mr. Christopher,

Sub- Rejection of employment interview

It is regret to inform you that we have rejected the interview that we planned to take. You had applied for the post of Assistant Sale Manager in our company in the month of May 2011. Looking at your profile we found that you could be the right candidate for this post so we decided to have interview with you.

However, due to sudden flood in the city we have to cancel such interview with you. I know that it is shocking news for you but we cannot do the interview with you as there is not any place available to conduct such interview. However, we would like to call you when we get back on our routine.

I hope that you will not have any issue with this rejection and will humbly comply with the same.

Thanking You,

Yours Sincerely,

Donald Harris