**Employment Rejection Letter**

From:

Manager HRD & Admin

…………………… (Name of Company)

Letter No.    /Mktg/Recruitment/1/2010

To:

Mr. /Ms ………………….

………………………… (Full Postal Address)

Dear Mr. /Ms ………………..

Sub:  Selection of Manager Marketing.

Ref:  Your application dated ………….

We refer to the interview attended by you on ………… (Date) in our Office for the appointment of Manager Marketing and regret to state that we are unable to make use of your services as per the Qualitative Requirement of our HR Dept.

We wish to clarify that this does not in any way cast an aspersion on your merit or qualifications for the position you had applied for. Perhaps, your candidature is more eminently suitable for some other organization of your choice.

We thank you for the interest shown in our Company and wish you the very best of success in your future life.

With regards.

Yours sincerely,

Place: …………… Dated ……………