

Date

Name
Address

Dear ***Name***,

Thank you for taking the time to speak to us on the phone recently regarding our vacancy for a ***Title***.

As expected, we have received a number of resumes and spoken to a number of candidates for this position. However, while we were impressed with your qualifications, we have decided to move forward with other applicants whose skills and experience better meet our needs at this time.

We thank you for your interest in ***Company*** and wish you the best in your job search.

Sincerely,

Name
Title