

[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]

REJECTION LETTER

[date]

[Applicant's name and address]

Dear [Applicant's name]:

Thank you for your interest in employment opportunities with [firm name]. We appreciate the time you took to meet with us to discuss your experience and background. You showed a sincere interest in our firm that is appreciated. However, we regret to advise you that we do not have an opening for you in our organization at this time.

We wish you well in your future endeavors.

Very truly yours,

[firm name]

[Managing partner's name]