# Sample No Interview Rejection Letter

Date

Applicant Name

Street Address

City, State, Zip

Salutation:

Thank you for your interest in our recently advertised position.

In light of your background and the position available, it does not appear that an interview would be mutually beneficial at this time. We will, however, maintain your resume for a period of one year for future considerations.

We appreciate your interest in our company and wish you every success.

Sincerely,

Name

Title

(Company Name)

*Note: This document is for informational purposes only and may not be appropriate for your situation. Please consult an attorney for all legal matters.*