

# THANK YOU DESPITE REJECTION LETTER SAMPLE

## (For letters sent via email)

Dear Ms. Rankin,

Thank you for giving me the opportunity to interview for the Customer Services Representative position at the Fisher Office of Career Management on November 20, 2009. I learned a great deal from our meeting, and I appreciate your consideration and interest in me.

Although I am disappointed in not being selected for your current vacancy, I want you to know that I appreciated the courtesy and professionalism extended to me during the entire selection process. I enjoyed meeting you and the other members of the sales staff. My meetings confirmed to me that Bentley Enterprises would be an exciting place to build a career.

Finally, I want to reiterate my strong interest in working at Bentley Enterprises. Please keep me in mind should another position become available in the near future. Again, thank you for the opportunity to interview. Best wishes to you and your staff.

Sincerely,

Christina Rodriguez

There is no need to leave multiple spaces between “Sincerely” and your name if you do not have a digital version of your signature. One way to “sign” an email is to use a font that looks somewhat like handwriting as shown in the example below:

Sincerely,

*Christina Rodríguez*

If you choose to use this format, make sure the font you choose is common and legible. The example above uses the font Bradley Hand ITC, **bold** and size 14 pt.

### General Format Notes

- Make sure you include a subject line in your email. In this case an appropriate subject line might be “Thank You for the 11-20-09 Interview.”
- This student indicates that she met multiple people during the interview process. If possible, she should send a thank you email to each of the people with whom she interviewed.