

**[Date]**

**[Applicant]**  
**[Applicant's Address]**

Dear **[Applicant's Name]**:

Thank you for taking the time to meet with us regarding the **[Job Title]** position.

We spoke with many qualified applicants and were left with a very difficult decision. While your qualifications were impressive, we have elected to offer the job to another candidate.

We wish you the best of luck in finding a position that will further your skills and experience. We will keep your resume on file for a period of time, and will contact you if our needs change.

Thank you again for your time.

Very truly yours,

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**[Company's Representative]**