

Applicant Rejection

[Your Business]
[Street Address]
[City, State and Zip Code]

[Date]

[Applicant]
[Street Address]
[City, State and Zip Code]

Dear [Applicant]:

Thank you for your recent inquiry into the position open at [Your Business]. We certainly appreciate your interest in working for our business.

After reviewing your credentials, we have determined that your qualifications do not suit our needs at this time.

[Include this only if you intend to do it.]

We will keep your application on file for future reference.

Again, thank you for your interest in [Your Business].

Sincerely,

[Your Name]
[Your Title]
[Your Business]

Application Acknowledgment

[Your Business]
[Street Address]
[City, State and Zip Code]

[Date]

[Applicant]
[Street Address]
[City, State and Zip Code]

Dear [Applicant]:

We recently received your correspondence indicating an interest in a position at [Your Business]. We want to thank you for taking the time to send us information about yourself, and we want to assure you that your application will be considered very carefully.

If your qualifications match our needs, you will hear from us by phone or mail to schedule an interview.

Thank you again for your interest.

Sincerely,

[Your Name]
[Your Title]
[Your Business]