

## [COMPANY LETTERHEAD]

[NAME]  
[ADDRESS]  
[CITY, STATE, ZIP]

Dear \_\_\_\_\_:

### **Application Only:**

Thank you for submitting your application for \_\_\_\_\_ [POSITION] at \_\_\_\_\_ [COMPANY]. Although we are not able to match your qualifications with our current need, we very much appreciate your interest in our company and wish you continued success.

### **Application and Interview:**

All of us with whom you spoke at \_\_\_\_\_ [COMPANY] would like to express to you our pleasure in meeting you and in discussing your interest in working with us. Unfortunately, we are unable to invite you to continue the interview process at this time.

We appreciate your interest in \_\_\_\_\_ [COMPANY] and wish you continued success.

Sincerely,

[NAME]  
For [COMPANY]