

First Name Last Name
Street Address Apt. #
City, Province
Postal Code

Date

Dear Applicant:

It was a pleasure to meet you recently to discuss employment opportunities with Sample Company.

We have now had the opportunity to fully review your background of education and work experience as it relates to the position of Job Title. At the present time, due to limited opportunities, we regret to advise that we are unable to offer you further encouragement for employment.

We will, however, retain your application for a minimum of six months and will contact you should a suitable position become available.

We would like to thank you for the interest you have show in Sample Company, and wish you every success in your future endeavours.

Sincerely,

Sample Company

Human Resources