

Applicants Not Hired

Date:

To:

Dear :

Thank you for your inquiry about our recent advertisement for the position of

We appreciate the opportunity to review your credentials and are pleased that you are interested in employment with us.

We have narrowed our search to those few applicants who have the specific qualifications and experience we need for this position. Although your credentials do not specifically meet our current needs, we will retain your resume for six months in the event that an appropriate opportunity matching your background becomes available.

Thank you again for your interest, and we wish you the best of luck in your employment search.

Sincerely,

Personnel Manager