(Insert Company Logo)

(Insert Today’s Date)

(Insert Candidate’s Name)  
(Insert Candidate’s Street Address)

(Insert Candidate’s City, State & Zip)

Dear (Insert Candidate Name):

We wanted to take a moment to thank you for your interest in our (Insert Name of Position) opening at (Insert Company Name).

We are very fortunate to have met with many great, qualified candidates for this position. Ultimately, we have chosen to select another candidate whom we believe most closely matches the requirements of the role as well as the needs of the Company.

Thank you again for your interest and we wish you much success in your search.

With appreciation,

(Insert Name)

(Insert Company Name)

(Insert Title)