

Date
Name
Address

Dear _____,

I wish to thank you for the time you spent with us and your interest in the position of _____ . We have completed our selection process, and after much deliberation, we have offered the position to another candidate whose background and experience better meet the requirements for this position.

Again, thank you for your interest (and, please, keep us in mind for future openings). I wish you well in your career interests.

Sincerely,

Your Name
Department