

[Your Company Name]
[Your Company Address]
[Company Contact Information]

[Date of Letter]

[Contact Name]

Dear [First Name Last Name],

Thank you for your interest in the open position for a [Job Title] here at [Company Name]. We appreciate the time you took to apply, however, we have chosen to move forward with other candidates at this time.

We will hold onto your resume for a period of six months, and will reach out if we determine there is a better fit for your skill set within our company. You are also welcome to apply again in the future as new positions open up.

Regards,

[Your Name]

