

## LETTER REJECTING JOB APPLICATION

(Insert your letterhead)

or

(Your Name)

(Company / Business)

(Address)

Date

(Recipient's Name)

(Recipient's Position)

(Recipient's Company / Business)

(Recipient's Address)

(Salutation)

Thank you for your recent letter expressing an interest in joining our company (or business).

We received a larger than expected interest in the advertised position, and were very impressed with the quality of the candidates.

Unfortunately, we are unable to offer you a position on this occasion.

We would, however, like to hear from you should this or a similar position be advertised in the future.

(Ending)

(Signature)

(Your name)

(Your title (optional))