**David Lee**

123 Main Street, Anytown, CA 12345 · 555-555-5555 · david.lee@email.com

September 1, 20XX

Cheryl Ramirez

123 Business Rd.

Business City, NY 54321

Dear Cheryl,

Thank you for coming in to interview for the position of accounting clerk with Draper, Inc. As you know, we interviewed a number of candidates. This letter is to let you know that you have not been selected for the position.

Thank you for taking the time to come to Draper, Inc. to meet our interview team. The team appreciates that you interviewed for the accounting clerk position.

We wish you success with your ongoing job search. Thank you for your interest in our company.

Best wishes,

David Lee

Signature

HR Director for the Employee Selection Team

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Helen Smith

123 Main Street, Anytown, CA 12345 · 555-555-5555 · helen.smith@email.com

September 1, 2018

Josie Lau

123 Business Rd.

Business City, NY 54321

Dear Josie,

This letter is to inform you that we have selected another candidate for our current job opening.

The interview committee wants you to know that it was a pleasure to meet you. We do hope that you will consider applying to our company again in the future for another role for which you might qualify.

Thank you for taking the time to come in to meet all of us at your job interview. We appreciate that interviewing is time and energy consuming. That is why we wanted to let you know that you were not selected for the current position as expeditiously as possible so you can continue your job search.

Again, thank you for your interest in our company. We hope to hear from you in the future.

Regards,

Helen Smith

On Behalf of the Employee Selection Tea