**To,**

Nathan Bradley

1111-Florence road, Eastside Avenue

Princeton, London

United Kingdom

**Date:** 10th June 20XX

**Subject:** Interview rejection letter

**Dear** Mr. Nathan Bradley

I, Jonathan McAdams, the senior HR manager at Yen and Yin Corporation am writing this letter to you with reference to your job interview for the position of a marketing manager at our company.  I am really sorry to inform you that you have been rejected and the position has been given to another candidate.

I understand that this post was important for you but our interviewers decided on another candidate who was a little more experienced and qualified than you. There is no doubt about that fact that your skills perfectly suit this post but we were looking for someone who had spent time at a manufacturing firm before.  We observed that you had only worked at IT service providers till now and this is the main reason for our decision. Hope you will take it in your stride and try again some other time.

I would like to inform you that we have added you in a probable list for the marketing positions that open up in the future. Thanks for applying at Yen and Yin Corporation and wishing you all the best for your future.

Thanking you.

**Jonathan McAdams**