Date

Name of Applicant  
Applicant's Address  
City, State, Zip Code

Dear (Applicant's Name):

Thank you for your application for the position of shipping coordinator at DLT Industries. As you can imagine, we received a large number of applications. I am sorry to inform you that you have not been selected for an interview for this position.

The DLT selection committee thanks you for the time you invested in applying for the shipping coordinator position. We encourage you to apply for future openings for which you qualify.

Best wishes for a successful job search. Thank you, again, for your interest in our company.

Best,

Real Person's Name and Signature

Example: HR Director for the DLT Employee Selection Team