Date

Name of Applicant  
Applicant's Address

**Dear** (Use Applicant's Name):

We appreciate your interest in (Company Name) and the position of (Name of Position) for which you applied. After reviewing the applications received by the deadline, yours was not selected for further consideration.

The selection committee appreciates the time you invested in your application. We encourage you to apply for posted and advertised positions in our company, for which you qualify, in the future.

**Regards,**

Martha Mary Smith  
On Behalf of the Employee Selection Team