Date

Ms. Barbara Ferrell  
2000 16th Street  
Anywhere, MI 00000

**Dear** Barbara:

We have reviewed your application for the position of Marketing Manager at Home Department. Unfortunately, we received applications from many more experienced candidates, some with extensive experience in our industry – which you do not have.

So, we will not schedule an interview for you with our company at this time. We do encourage you to apply for open positions that you qualify for in the future with our company.

Thank you again for your application and best wishes with your job search.

**Regards,**

**Lesley Richardson  
Director of Human Resources  
lrichardson@homedepartment.com  
Phone: 000-000-0000**