August 1, 20XX  
Cody Fredrickson  
   
1234 Main Street  
Seattle, WA, 98101  
   
Dear Cody,  
   
Thank you so much for your interest in the Marketing Manager role here at ABC Company, and for taking the time to come in and meet with the team last week. It’s always great to meet a fellow Washington State University alum!  
   
While we were all impressed with your skill set and knowledge, we’ve decided to move forward with another candidate who has more leadership experience. However, we feel you’re an excellent culture fit and encourage you to apply for other positions that will be available in the marketing department in the coming months.  
   
Thank you again for the time you invested in applying and interviewing for this role. We wish you the best of luck in your job search and all future endeavors.  
   
Sincerely,  
   
Jill Flores  
HR Director