Andrew Pole

234 San Antonio Heights

LA, California, 3490

May 5, 20XX

**Dear:** Mr. Pole

This is a letter made in behalf of Global Finance Company regarding your application for the position of Executive Assistant that you are applying for.

First of all, we would like to thank you for the time you have allotted during the interview last May 1, 20XX.

The applicants for such position were of a very high standard and qualifications to meet and for this, we would not require you to attend further interview sessions. We regret to inform you that you are not selected for the position you are aspiring for and that we will not take a review of your application further.

If you wish to apply for us for any positions that are available, you are free to submit the requirements again and wait for our call.

We wish you in your future career.

**Yours sincerely,**

Michael Rosen

Head in Human Resource Department

Global Finance Company