

Rejection Letter to Unsuccessful Applicants

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

Dear [applicant name] ,

Thank you for meeting with us regarding the position of _____ . We were very fortunate to have you and several other highly qualified applicants interview with us. After extensive consideration, we have selected another candidate, and the offer was accepted.

The very best of luck to you in finding a position that will utilize your skills and talents to the fullest. Again, we thank you for taking the time to visit with us.

Sincerely,

H.M. Smith