**[Address (*street, city, province or state)*]**

**[Zip code]**

**[Recipient]**

**[Address]**

**[Date]**

Object: Your application for **[name of the company]**

Dear **[title and name of applicant]**,

Thank you for your interest in joining the **[name of the company]** team as a **[job title of the position]**. After careful consideration, you were unfortunately not selected for further consideration for the following reason(s) **[reason(s) for rejection]**.

However, since we have found your profile to be very competitive, we will be keeping your resume on file for future openings that may better fit your profile. If you have any questions, please don’t hesitate to contact us.

Thanks again for your application and best of luck in your job search.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Signature]**

**[Name]**

**[Title]**

**[Email]**

**[Phone number]**

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