[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: POST INTERVIEW LETTER**

Dear [CONTACT NAME],

It was an absolute pleasure meeting with you and having the opportunity to discuss your education and career goals.

I appreciate your openness and feel that since your objectives are to work in the field of [SPECIFY AREA], you should attempt to obtain a position with a company that would empower you to achieve experience in your preferred area.

Unfortunately, our business cannot offer you this opportunity.

I am certain that you will soon find a position which suits you. I also believe that you have a great deal to contribute. Once you do acquire additional experience, please feel free to contact us again.

Please accept my best wishes for your future endeavours.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]