[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: POST INTERVIEW LETTER**

Dear [CONTACT NAME],

I wish to start this letter by thanking you for applying for the job opening [JOB DESCRIPTION] with our company. We appreciated the opportunity to meet with you and learn more about your interests.

After careful consideration of your interview, we must regretfully inform you that we cannot hire you at this time. However, because you were selected to go through to the interview process, we will maintain your resume on file for a one-year period. We will contact you should there be an opening that matches your profile during that time.

We wish to thank you for your interest in our company and wish you great success in your future endeavours.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]