Date

Ellen Johnson

8888 Munger Ln.

Santa Fe, NM 87501

Dear Ms. Johnson,

The Norton Company wanted to let you know that we received your application for our position as Director of Marketing. Thank you for taking the time to send your resume and cover letter as we know how time-consuming this effort is.

After reviewing all of our applications, you were not selected to come in for an interview. Please don't take this as notice that we are not interested in your qualifications. We reacted favorably to your application materials and encourage you to apply for another role within our company when an appropriate role becomes available.

We wish you all of the best in your current job search and trust that you will find a position that will suit your needs.

Sincerely,

Avram Prudhomme

Manager of Human Resources

Email Address

Smartphone Number