Marge Lee

123 Main Street, Anytown, CA 12345 · 555-555-5555 · marge.lee@email.com

September 1, 2018

Jackson Applicant

123 Business Street

Business City, NY 12033

Dear Mr. Applicant,

We interviewed a number of candidates for the marketing coordinator position, and we have decided to offer another applicant the position. This letter is to let you know that you were not selected for the position for which you applied.

The interview committee was impressed with your credentials and experience. We’re offering you the opportunity to interview for a second job opening as a marketing lead in our company. Enclosed is a position description for your review.

If you decide that you are interested in talking with us about this second opening, please call or email Samuel Jones and we will schedule an interview at your earliest convenience. We are currently doing first round interviews for this position.

Thank you so much for taking the time to come to Acme Office Supplies to meet our interview team. We enjoyed meeting you and our discussions.

Whatever you decide about interviewing for this second job opening, please feel free to apply for posted positions, for which you qualify, in our company in the future.

We wish you every personal and professional success with your job search and in the future. Thank you for your interest in our company.

Regards,

Marge Lee

HR Director for the Employee Selection Team

Helen Whitebread

123 Main Street, Anytown, CA 12345 · 555-555-5555 · helen.whitebread@email.com

September 1, 2018

Jackson Applicant

123 Business Street

Business City, NY 12033

Dear Mr. Applicant,

You have not been selected to return for a second interview so, at this time, your candidacy for our open marketing position is no longer under consideration.

The interview team enjoyed meeting you. They would also like to express their appreciation for the time you invested in applying and coming in for the interview. We know that this is difficult and time-consuming.

Thank you again for interviewing with the team for the marketing coordinator position.

Regards,

Helen Whitebread

HR Director on behalf of the Employee Selection Team