

Job Application Denial Notice

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for taking the time to apply for the [Job Title] position at [Company Name]. We sincerely appreciate your interest in joining our team.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was based on [brief reason if appropriate, e.g., the volume of highly qualified candidates, specific skills required, etc.].

We encourage you to apply for future openings that match your qualifications. We were impressed by your experience and skills and would like to keep your resume on file for future opportunities.

Thank you once again for your interest in [Company Name]. We wish you the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]