

Letter of Understanding

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your interest in the [Position Title] at [Company Name]. We appreciate the time and effort you invested in your application and the opportunity to learn more about your skills and experiences.

After careful consideration, we regret to inform you that your application has not been successful. This decision was based on [briefly mention reasons; e.g., selection of a candidate whose experience more closely matched our requirements].

We encourage you to apply for future openings that suit your qualifications. We would like to keep your resume on file and may reach out if a more suitable position becomes available.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]