

Name
Address
City, State Zip

Dear

On behalf of the Interview Committee, I would like to thank you for taking time to complete our selection process for the position of _____. We enjoyed the chance to meet and become acquainted with you. You and the rest of the candidates have impressive qualifications; however, we have now selected a candidate whose background and qualifications more closely match our position requirements.

Again, thank you for your time and interest with the (location name) and we wish you success in your career endeavors.

Sincerely,