

Non-Appointment Notification

Date:

To:

Position Applied For:

Dear ,

Thank you for your interest in the position of at our organization. After careful consideration of your application and credentials, we regret to inform you that you have not been selected for appointment at this time.

We appreciate your time and effort in applying with us and encourage you to apply for future openings suited to your qualifications.

Sincerely,

(Title/Position)