

Letter of Non-Appointment Decision

Date:

To:

Address:

Dear ,

We appreciate your interest in the position at . After careful consideration of your application and interview, we regret to inform you that we are unable to offer you an appointment at this time.

This decision does not reflect negatively on your qualifications, and we truly appreciate the time and effort you invested in the application process. We encourage you to apply for future opportunities that match your skills and experience.

Thank you again for your interest in joining our team. We wish you success in your future endeavors.

Sincerely,