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**We strive to provide solutions for your business needs  
and appreciate the opportunity of assisting your  
organization.**

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<Date>

<Address>

Dear <Applicant>:

Thank you for your interest in the <Job Title> job opening with our Company. I would like to take this opportunity to inform you the position has been filled; however, I do appreciate your interest in the position, as well as in <Company Name>.

At this time, there are no other openings available which fit your requirements and qualifications. Please be assured, however, that we will hold your resume/application for any future openings.

Best wishes in your job pursuit.

Sincerely,

<Name>

<Position Title>