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<Date>

<Address>

Dear <Applicant>:

Thank you for taking the time to interview for the position of <Job Title>.

Selecting the finalist for this position was a difficult decision due to the number of inquiries and the quality of those persons making application. We have, however, filled this position with another candidate.

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

Your interest in employment with <Company Name> is greatly appreciated.

Good luck with future endeavors.

Sincerely,

<Name>

<Position Title>