

Rejection Letter

Date

Name
Address

Dear

Thank you for your letter of application dated in response to our advertisement for the position of

I have gone through your papers with great interest but regret to inform you that I do not have a suitable vacancy at this moment which can take full advantage of your qualifications and experience. Nevertheless I take the liberty of putting your curriculum vitae in our active list for future reference.

May I take this opportunity to thank you for your interest in our organisation and to wish you every success in your future endeavours.

Yours sincerely

Human Resource Manager