****

*(Replace the Roubler logo with your company)*

*(This can be used as a letter or an email template)*

## [Your Name]

[Street Address]

[City, State, Postcode]

## [Today’s Date]

## [Name of Recipient]

## [Title]

## [Company]

## [Address]

## [City, State, Postcode]

Dear [Name of Recipient],

We appreciate the time and effort that you have taken to submit your application for the [Insert Position Name] with [Company Name].

We had had an overwhelming response and have been very fortunate to have a large volume of well-qualified candidates submit their resumes. After careful consideration, we regret to inform you that we will not be progressing forward with your application at this time.

Please accept our best wishes in your job search and thank you for your interest in [Company Name]

Sincerely,

Human Resources