APPLICANT DECISION LETTER

Date: [Insert Date]

[Applicant Name]

[Address if delivered by mail]

Dear [Applicant Name],

Thank you for applying to [Organization Name] for the position of [Insert Position]. We truly appreciate your interest, time, and effort. I am writing to inform you that we have selected an alternate candidate for the role at this time.

We will keep your application on file for a period of six months in case an alternate position becomes available that you may be suitable for or interested in.

We wish you every success and thank you again for your application and interest in [Organization Name].

Yours truly,

Name of Manager/Interviewer

Title

[Organization Name]