

To Jackie Smith

Subject Your Job Application to ABC Company

Dear Jackie,

Thank you for taking the time to consider ABC Company. I regret to inform you that my client has decided to move forward with a different candidate whose qualifications more closely match their requirements.

I encourage you to apply for future positions at ABC Company. I hope you don't mind if I reach out to you in the future.

Again, thank you for your interest in ABC Company. I wish you the best of luck in your job search.

Best,
Anna James