Date

Name of Applicant  
Applicant's Address  
City, State, Zip Code

Dear (Applicant's Name):

The response from applicants to our posted office manager position at Kohl's was overwhelming with many of the applicants seemingly qualified for the job. Thus, we are unable to interview all of the applicants who sent in their resumes.

You did not make the cut for those applicants we are inviting in for a job interview. The number of applications we received makes it impossible for us to speak with everyone.

The purpose of this email is to let you know that you were not selected for an interview. We also want to extend every hope that your job search will end successfully shortly for you.

You are encouraged by our selection committee to apply again for openings for which you qualify in the future. We appreciate that you took the time to apply.

Regards,

HR Manager's Name

On behalf of the Employee Selection Committee