David Lee

123 Main Street, Anytown, CA 12345 · 555-555-5555 · abc@email.com

September 1, 2018

Cheryl Ramirez

123 Business Rd.

Business City, NY 54321

Dear Cheryl,

Thank you for coming in to interview for the position of accounting clerk with Draper, Inc. As you know, we interviewed a number of candidates. This letter is to let you know that you have not been selected for the position.

Thank you for taking the time to come to Draper, Inc. to meet our interview team. The team appreciates that you interviewed for the accounting clerk position.

We wish you success with your ongoing job search. Thank you for your interest in our company.

Best wishes,

David Lee

Signature

HR Director for the Employee Selection Team

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