

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Dear ,

Your interest in (company) is genuinely appreciated. I read your resume with interest.

However, after evaluating the resume with our personnel and marketing people, I regret that we do not have a position open at this time that fits your abilities.

We thank you for your interest in (company) and I hope that you will find a good position soon.

Sincerely,

Name

Title