

## Employment-Rejection

Jake Liam  
General Manager of Recruitment ABC Company  
234 Ocean Street  
Hoshan, New Jersey  
New York, 67890

April 20, 2015

Jennifer Vane  
56 Philipp Street  
Hoshan, New Jersey  
New York, 67890

Dear Ms. Vane,

We regret to inform you that you have not been selected for the position of Executive Assistant of which you are interested. We truly appreciate your effort and interest that you showed for the said position. However, the ABC Company is looking for an applicant who will suit for that position as well as to the company.

We keep your contact just in case we have an open position in the future that you want to apply where your credentials and qualifications will match.

We wish you the best for your future career and may you find the right path for you where you truly deserves with your ability and expertise.

Thank you.

Sincerely yours,

Jake Liam

General Manager of Recruitment ABC Company