

Appendix Number 11

JOB REJECTION LETTER

[Name of Applicant]
[Street Address]
[City, State, Zip Code]

Dear [First Name of Applicant]:

Thank you for your recent visit to interview for the position of [Job Title]. I am sure you realize that selecting the best applicant from the group of highly qualified applicants we received was very difficult.

While we appreciate your interest, we have decided to pursue another candidate who better meets our needs.

I wish you the best of luck in your job search.

Sincerely,

Tremonton City

Notes: