Print on Company Letterhead

<Date>

<Candidate Name>

<Address>

<Email>

**Subject: Interviews**

Dear <Name>,

On behalf of the <Job title> panelists (or <Company name>), I would like to take this time to thank you for your interest in employment with <Company>, as well as taking the time to interview.

After interviewing several highly qualified candidates, we have selected the candidate who most closely matches the qualifications we are seeking for this position.

We encourage you to visit our website [<www.x.com>](http://www.nees.org) for future employment opportunities. Thank you again for your interest in <Company>. We wish you the best in your future endeavors.

Sincerely,

<Name>

<Title>