

<insert date here>

John Doe
123 ABC St.
Some Place, TX 77777

Dear Mr. Doe:

The search for the Accountant with the office of Construction Management has been successfully completed. While you were not the candidate selected for this position, we hope you will give our organization consideration should additional vacancies for which you qualify become available.

We very much appreciate your interest in our institution and wish you every good fortune in your career pursuits.

Sincerely,

Jane Jones
Staff Assistant, Human Resource Services