Dear Mr. Cooney,

We regret to inform you that you did not pass the final interview that we have conducted in selecting the right applicant to the Sales Marketing Consultant position in our company.

We know that you possess the qualifications, knowledge and skills for the position however there is an applicant that is more qualified. The company finds it difficult to decide to which of you to consider however after several discussions and contemplations the board decided to consider the other applicant.

We appreciate your effort and your time in applying to our company. We are looking for employees with your qualification however this may not be the right time yet. We do hope to see you applying once more in our company should there be a vacant position that best suits your qualifications.

I am hoping that this properly explains you our decision. Thank you and have a good day!

Truly yours,

Mr. Joseph Marley