Click or tap to enter a date.

Candidate Name

Street Address

City, State Zip Code

Dear Name,

It was a pleasure meeting with you to discuss your background and interest in the Title position with our organization. We appreciate your time, attentiveness and patience throughout the interview process. We did have several highly qualified candidates for the position and it has been a difficult decision, but we have chosen another candidate for this position.

We do thank you for your interest in Library Name and we wish you luck in your future endeavors.

Sincerely,

Name

Title