DATE

CANDIDATE NAME

ADDRESS

ADDRESS

Dear CANDIDATE NAME:

Thank you for your interest in the POSITION TITLE position at Bulloch County. We were fortunate to have interviewed a number of qualified individuals for this opening and, after much deliberation, we have offered the position to another candidate whose skills and experiences more closely match our needs at this time.

Even though you were not selected for this position, there may be other positions now or in the future that interest you. I encourage you to monitor Bulloch County’s web site for other opportunities that may arise. Job openings are located at the following web address: <http://bullochcounty.net/job-opportunities-and-applications/> .

I appreciate your time and interest, and I wish you all the best as you continue your job search.

Sincerely,

HIRING MANAGER NAME

HIRING MANAGER TITLE