XXXXXXX

 TITLE

December 10, 2013

XXXX

XXXX

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Dear XXX:

I wanted to write to thank you for the time you recently spent interviewing for the XXXXXXXX position. At this time we have made an offer to another candidate and they have accepted. Therefore, we are closing our search at this time. We appreciate the time, attention and effort you spent reaching out to us, and we will retain your resume on file for one year.

Thank you again for your interest.

Sincerely,

XXXXXXX

TITLE