

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notification of Placement Decision - [Position Title]

Dear [Applicant Name],

Thank you for your interest in employment with [Agency Name] and for participating in our selection process for the position of [Position Title], Tracking Number [Reference Number].

After a thorough review of all candidates, we are writing to inform you that we will not be moving forward with your placement at this time. This decision does not reflect a lack of respect for your qualifications, but rather follows a highly competitive selection process where we must align specific agency needs with current vacancies.

We will retain your application in our records for the duration required by our administrative retention policy. Should a future opening occur that matches your profile, we may contact you for further consideration. We also encourage you to monitor our official careers portal for upcoming opportunities.

We appreciate the time and effort you invested in your application and wish you success in your professional endeavors.

Sincerely,

[Your Name/Signature]

[Your Title]

[Department Name]

[Agency Name]