

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your interest in the temporary [Job Title] position at [Company Name]. We appreciate the time you took to apply and share your qualifications with us.

After carefully reviewing your application, we have decided not to move forward with your candidacy at this time. We received a high volume of applications from many qualified individuals, making our selection process very difficult.

While we will not be proceeding with your application for this specific temporary role, we will keep your resume in our applicant pool for [Time Period, e.g., six months]. Should another temporary or permanent opening arise that matches your skill set, we may contact you for further consideration.

We wish you the best of luck in your current job search and your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]