

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Role Name] position at [Company Name] for the upcoming [Season, e.g., Winter/Holiday] season.

We appreciated the opportunity to review your application and speak with you about your experience. However, after careful consideration, we have decided to move forward with other candidates who more closely match our specific staffing requirements for this seasonal period.

We will keep your resume on file should any future opportunities arise that align with your background. We encourage you to apply for future seasonal or permanent openings at [Company Name].

Thank you again for the time you invested in our recruitment process. We wish you the best of luck in your job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]