

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name] for the upcoming [Season] season.

We are writing to inform you that we have now filled all available positions for this seasonal assignment. While we were impressed with your background, we have decided to move forward with other candidates at this time.

We will keep your application on file should any additional openings arise during the season. We encourage you to apply for future seasonal opportunities with us again.

We appreciate the time you took to apply and wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]