

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in joining [Agency Name] for the upcoming [Season, e.g., Winter/Summer] season. We appreciate the time you took to apply and interview with our team.

After carefully reviewing all applications, we have decided to move forward with other candidates whose qualifications and availability more closely align with our current seasonal requirements.

We will keep your resume on file for the duration of the season should any new positions open up that match your skill set. We also encourage you to apply for future seasonal opportunities with us.

Thank you again for your interest in [Agency Name]. We wish you the best of luck in your job search.

Best regards,

[Your Name]

[Your Title]

[Agency Name]