

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to meet with us regarding the seasonal [Job Title] position at [Agency Name]. We enjoyed learning more about your background and experience.

We are writing to inform you that we have decided to move forward with other candidates whose qualifications more closely align with our current seasonal staffing requirements. This was a difficult decision, as we interviewed many qualified individuals.

We will keep your application on file should any future seasonal opportunities arise that match your skill set. We also encourage you to apply for future openings during our next peak season.

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

Sincerely,

[Your Name]

[Your Title]

[Agency Name]