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Dear _____,

Thank you for taking the time to come to _____ to meet our interview team and discussing your qualifications for the position of _____.

While we were impressed with your background and experience, we have decided to offer the position to a different applicant. We regret that we cannot offer you employment with our company at this time.

We will retain your resume in our files to review for future openings. In the event of an appropriate available position, we will not hesitate to contact you.

We appreciate your interest and the time you have invested in interviewing with our company.

Very truly yours,

_____

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