Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For the Interview/ Withdrawal of Application After Interview

Dear \_\_\_\_\_\_ (Name of the Recipient)

With this letter, I would like to thank you for coming to our company premises for your interview. We appreciate you for taking out time to come for the interview and we were amazed by your amazing job experience and skills. However, we would like to inform you that due to your knowledge about the \_\_\_\_ Software, we cannot select you for the position.

We will have to go ahead with someone who has knowledge about this software as it is an integral part of our working system at the company. We wish you good luck for your future and hope you find a job suitable for you.

Thank you once again for coming for the interview.

Sincerely,

(Signature)

Sender’s Full Name