September 24, 20XX

Thank you for your interest in the office manager position at Tech Terrace Real Estate and for taking time to discuss this opportunity in our recent phone conversation.

We were pleased with the caliber of candidates that we interviewed, even though it makes our selection difficult. After thoroughly reviewing resumes and conducting phone interviews, other applicants’ skills and experiences were found to more closely match the requirements of the job.

While your application was not selected for the final round of consideration, we will keep your resume on file so that we may contact you if a position that matches your qualifications becomes available. We appreciate the interest that you have shown in Tech Terrace Real Estate.

Sincerely,

Steve Buckley

Vice President