Insert Date

Addressee Name
Company Name
Street Address
City, State, Zip

Insert Greeting (Mr./Ms./Miss/Mrs./Dr., etc) Last Name:

Thank you for your application for the (insert position title) with (insert company name). I am writing to let you know that the position has been filled at this time.

If you wish to be considered for additional opportunities with (insert company name), please (insert a description of your company's procedure for what applicants not hired should do to be considered for other openings).

Again, (insert company name) appreciates your interest and wishes you continued success in your career.

Regards,

Insert Your Name, Insert Your Title