

Subject: Application for [Job Title] - [Your Name]

Dear [Recipient Name],

Thank you for your interest in the [Job Title] position at [Company Name].

We are writing to inform you that we have received your application. However, the deadline for submissions was [Date], and the vacancy is now closed. As a result, we are unable to include your application in the current selection process.

We appreciate the time you took to apply. We encourage you to monitor our careers page for future opportunities that match your skills and experience.

Best regards,

[Your Name/Department Name]  
[Company Name]