

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

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

We are writing to inform you that we cannot accept your application at this time as it was received after the specified deadline of [Deadline Date].

Due to the high volume of applications and our need to proceed with the hiring schedule, we are only considering candidates who submitted their materials within the application window. We will not be able to move forward with your candidacy for this specific opening.

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

We wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]