

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position (Requisition #[Requisition Number]) at [Company Name].

We are writing to inform you that we are unable to accept your application at this time. The requisition for this position has expired, and the application window officially closed on [Closing Date].

Because the recruitment process for this specific role has concluded, we are no longer reviewing new submissions. However, we encourage you to monitor our careers page at [Link to Careers Page] for future openings that match your qualifications.

We appreciate the time you took to apply and wish you the best in your job search.

Sincerely,

[Your Name]
[Your Title]
[Company Name]