

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Regarding your application for [Job Title]

Dear [Candidate Name],

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

We are writing to inform you that we are unable to accept your application materials at this time. As stated in the job posting, the deadline for submissions was [Deadline Date]. Because your materials were received after this date, they will not be included in our current review process.

To ensure fairness to all applicants who met the established timeline, we strictly adhere to our submission deadlines.

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 qualifications.

We wish you the best in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]