

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Proposal for Outsourced Employee Relations Services

Dear [Recipient Name],

Thank you for submitting your proposal to provide outsourced employee relations services to [Your Company Name]. We appreciate the time and effort you took to detail your expertise and approach.

After a thorough review of all submissions, we are writing to inform you that we have decided to move forward with another provider at this time. This decision was based on our current specific requirements and strategic alignment for the upcoming year.

We were impressed with your credentials and will keep your proposal on file should our needs change or if future opportunities arise that match your firm's profile.

We wish you and your company continued success.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]