

[Date]

[Contractor Name]

[Contractor Company Name]

[Address]

[City, State, Zip Code]

Subject: Proposal for HR Software Implementation Services

Dear [Contact Person Name],

Thank you for submitting a proposal to assist [Company Name] with our HR software implementation project. We appreciate the time and effort you invested in preparing your response and participating in the evaluation process.

After a thorough review of all submissions, we have decided to move forward with another provider that more closely aligns with our current technical requirements and budgetary constraints.

This decision does not reflect negatively on the quality of your proposal or your professional standing. We will keep your information on file should our needs change or if future opportunities arise that match your expertise.

We wish you and your company the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]