

[Date]

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Proposal for Contractual Human Resources Auditor Services

Dear [Recipient Name],

Thank you for submitting your proposal to provide contractual Human Resources auditing services for [Your Company Name]. We appreciate the time and effort you invested in preparing your submission and for sharing your qualifications with us.

After a thorough review of all proposals received, we have decided to move forward with another candidate whose experience and service offerings more closely align with our current organizational requirements and specific audit objectives.

Please be assured that our decision was based on a variety of factors and does not reflect a lack of professionalism or competence on your part. We will keep your information on file should our needs change or if another opportunity suited to your expertise arises in the future.

We wish you and [Company Name] continued success.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]