

[Date]

[Freelancer Name]

[Freelancer Address]

[City, State, Zip Code]

Subject: Proposal for Employee Engagement Survey

Dear [Freelancer Name],

Thank you for submitting your proposal to design and execute our upcoming Employee Engagement Survey. We appreciate the time and effort you put into outlining your approach and services.

After a thorough review of all submissions, we are writing to inform you that we have decided to move forward with another candidate whose experience and tools more closely align with our current organizational requirements.

This decision was difficult, as we were impressed by your background and the insights shared in your proposal. We will keep your information on file should a future project arise that matches your expertise.

We wish you the best of luck with your freelance business and thank you for your interest in working with us.

Best regards,

[Your Name]

[Your Title]

[Company Name]