

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

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

We have carefully reviewed your profile. However, as noted in our previous correspondence dated [Date of original rejection], our policy requires a waiting period of [Number] months before we can reconsider a candidate for the same or a similar role.

Because this period has not yet passed, we are unable to move forward with your application at this time. This decision is based on our current hiring guidelines and does not reflect on your professional qualifications.

We encourage you to apply again once the waiting period has concluded. We wish you the best of luck with your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]