

[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 meeting with us to discuss your qualifications.

After reviewing your application and your requested availability, we regret to inform you that we are unable to move forward with your candidacy at this time. Our current business needs require a specific schedule that unfortunately conflicts with your stated availability.

We appreciate the time you took to apply and interview with us. We will keep your resume on file should a position with a more flexible schedule become available in the future.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]