

NOT HIRED FORM LETTER

**Use this form to notify an applicant
you cannot hire them at this time**

STEPS TO TAKE

- 1 This letter is a courtesy aimed to give applicants a good feeling about our company even if we didn't hire them. DO NOT DELAY.
- 2 Once your send this form to our office, allow one week for the letter to be mailed. Email completed form to Nancymac@tuxedojunction.com
- 3 Keep the application on file in your store. By law, we must keep all complete in store Tuxedo Junction applications for 18 months

TODAY'S DATE_____

APPLICANT'S NAME_____

APPLICANT'S STREET ADDRESS_____

APPLICANT'S CITY_____STATE_____ Zip Code_____

Dear _____:

Thank you for your interest in Tuxedo Junction. While we were impressed with your background, we have decided upon a candidate whose qualifications are more in line with our needs.

We will keep your application in our active files, leaving the door open for possible opportunities in the future.

Again, thank you for considering Tuxedo Junction.

Sincerely,

TUXEDO JUNCTION, INC.

PERSON INTERVIEWING_____

TITLE_____