Response to a Job Rejection Letter

[Your Name]

[Address]

[Letter Date]

[Recipient’s Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

It is a little sad to see this opportunity go; however, I am not disappointed since I believe that God never closes a door without opening another. I would like to thank you very much for your precious time. It was a very thought provoking interview and even though I am not selected, I got the chance to learn a lot of things from your experience. I would also like to thank you for the guidelines and suggestion that you made on how can I deal with my shortcomings to become a better and competent applicant. You boosted my energy as well we my morals for future endeavors. I'm certainly indebted to you. Thank you very much.

Sincerely,

[Your Name]

[Your Title] -Optional-