**TURN DOWN THANK YOU SAMPLE**

Month, Day, Year

Your Street Address

City, State,  Zip

Mr. Percy Nell

Human Resources Manager

Most Desirable Organization

1500 Shangri La

Anytown, IN  88888

Dear Mr. Nell:

Thank you for giving me the opportunity to interview for the \_\_\_\_\_\_\_\_\_ position with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  I very much appreciate your consideration and interest.

Though I am disappointed by not being selected for the position, please know that I am grateful for the courtesy and professionalism you showed me during the entire selection process.  I enjoyed meeting you and other members of the management staff, and these meetings confirmed my impression that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ would be an excellent place to work and build a career.

I would like to reiterate my strong interest in working for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Please keep me in mind if another position becomes available in the near future.

Again, many thanks for the opportunity to interview, and best wishes to you and your staff.

Sincerely,

(write your name here)

(type your name here)