

**21 January, 2020**

**To,  
Mr. Shyam Modi  
33, M.G. Road  
Nr. Post Office  
Pune, Maharashtra - 400325  
1234567890**

**Subject: Rejection Letter**

We appreciate your interest in **ABC PQR Ltd.** and the time you've invested in applying for the **Senior Accountant** opening in our **Accounts** Department at **Pune**.

We ended up moving forward with another candidate, but we'd like to thank you for talking to our team and giving us the opportunity to learn about your skills and accomplishments.

After reviewing them thoroughly, we felt that other applicants were better suited for **Senior Accountant** opening in our **Accounts** Department. At this time, we are declining to move forward with your application.

**Reason for Rejection:**

The post that you applied has already been filled last month. We will be advertising more positions in the coming months. We hope you'll keep us in mind and we encourage you to apply again.

We wish you the best in your future career endeavors.

Sincerely,

**For  
ABC PQR Ltd**

**Mr. S.K. Venkatraman  
HR Manager**