**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:**

You are not in desired location. As the post requires immediate placement, candidates available to join immediately were preferred.

We wish you the best in your future career endeavors.

Sincerely,

**For   
ABC PQR Ltd**

**Mr. S.K. Venkatraman**

**HR Manager**