



*301 Central Avenue, Ste. 311
Hilton Head, SC 29926*

January 15, 2012

*Joyce Meyer
312 Falls River Road
Orange Canyon, TX 53552*

Parlay Press
*mail@parlaypress.com
www.parlaypress.com*

Dear Ms. Meyer:

Thank you so much for taking the time to come to Parlay to meet our interview team. We met with a number of candidates for the sales manager position, and it has been filled with another applicant. Although you were not selected for the position for which you applied, the interview committee was impressed with your credentials and experience. We're offering you the opportunity to interview for a second job opening as a sales representative in our company. Enclosed is a position description for your review.

If you decide you are interested in talking with us about this second opening, please call or email me, and we will schedule an interview at your earliest convenience. We are currently doing first round interviews for this position. Whatever you decide about interviewing for this second job opening, please feel free to apply for posted positions, for which you qualify, in our company in the future.

We wish you every personal and professional success with your job search and in the future. Thank you for your interest in our company.¹

Regards,

Kathryn Riley, Vice-President

¹ This letter is an altered version of one available at http://humanresources.about.com/od/formsforhiring/a/rejection_letter.htm.