

July 24, 2014

Mr. John Doe
1 Street Rd
Charleston, SC 29401

Dear Mr. Doe,

Thank you for your interest in (Position Title) with (Name of Parish/School). Our selection was difficult; however, an offer has been made and accepted for this position. We wish you well in your job search.

Again, thank you for your interest.

Very truly yours,

(Hiring Manager)
(Position Title)