



Sample Not Interested Letter

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you for considering me for the {Management} position. I appreciate your time and consideration and am pleased to be among the candidates in your final review.

The growth of your department seems to be going in an exciting direction, but regretfully, I believe the responsibilities of the position differ from my background as well as my professional interests. If a {Management} position within your organization develops, I hope you will keep me in mind.

Again, I thank you for your time and consideration. If I can be of any assistance in the future, please don't hesitate to contact me at 222-222-2222.

Sincerely,

John Smith