

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:

After reviewing your application and face-to-face interview, the interview panel has rejected your application due to poor interview performance.

We wish you the best in your future career endeavors.

Sincerely,

**For
ABC PQR Ltd**

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