

Internal Candidate Regret Letter
内部候选人致歉信

Date
日期

Name
姓名

Address
地址

Dear
尊敬的.....:

Thank you for giving us the opportunity to consider your application for the
position. I regret to inform you that we have chosen another employee whose qualifications more
closely match our immediate employment needs.
首先非常感谢您申请.....职位。在此很遗憾地告知您，鉴于另一员工的资
历更加符合我们此次的聘用要求，故我们已经选择其担任这一职位。

On behalf of the Human Resources Department, I appreciate your commitment to(HOTEL NAME
)... As other positions become available, I hope that you will continue to pursue further professional
opportunities at the Hotel.
我谨代表人力资源部，感谢您对....（酒店名称）作出的承诺。希望在面对其它职位空缺时，您
能够继续进一步追求酒店提供的职业机会。

I wish you well in your future career endeavors.
祝愿您在未来的职业努力中得偿所愿。

Sincerely,
敬上，

Name
姓名
Human Resources Manager
人力资源部经理