

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.
祝愿您在未来的努力中得偿所愿。

Sincerely,
敬上，

Name
姓名
Human Resources Manager
人力资源部经理