

Non employee applicant (interviewed)
非员工申请人（已进行面试）

Date

日期

Name

姓名

Address

地址

Dear,

尊敬的.....:

Thank you for submitting your application for consideration as and for taking the time to complete the interview process

感谢您申请..... 职位，并抽出时间完成面试过程。

We very much appreciated the insight and exchange brought forth at the interview, and we regret to inform you that another candidate has been selected for this position.

我们非常赏识您在面试中表现出的深刻见解和交流热忱，但我们很遗憾地通知您已经选定了另一位人选担任这一职位。

We were very fortunate to have number of very qualified candidates for this position. Although you were not the selected candidate for the position, we were impressed with your qualifications.

我们很荣幸能够拥有众多优秀的候选人来应聘这一职位。虽然您不是这一职位的确定人选，但是您的资历及表现仍给我们留下了深刻印象。

I want to express our sincere appreciation for your interest in employment with...(hotel name), and we wish you continued success in reaching your professional goals.

我想对您应聘...（酒店名称）的意愿表达诚挚的感谢，同时我们希望您能够继续努力，实现自己的职业目标。

Yours sincerely,

敬上，

Name

姓名

Human Resources Manager

人力资源部经理