July 29, 2026

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: THANK YOU TO APPLICANT FOR TESTING

Dear [CONTACT NAME],

Thank you for taking the time to be tested for employment via our online system.

Within 72 hours we should be able to provide you with a decision in regard to your application, and we want you to know that we will be giving your application our fullest consideration. If, for some reason, we are unable to offer you a position at this time, we will have your application and aptitude test on record which will enable us to inform you when there is an opening.

We would like to thank you again for your time and consideration and will be in touch with you as soon as we have some definitive information for you.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com