

Not Offered Letter

February 27, 2016

Kim Lee
31 Apple Crescent
Sunny Hills

Dear Kim,

RE: Administrative Assistant Position

Thank you again for your application for the recently advertised position of Administrative Assistant at our school. I am writing to inform you that the successful applicant for the position was Asli Ogun and I am therefore unable to offer you the position in this instance. However, I would certainly encourage you to apply for future positions as they arise.

I appreciate the time, effort and enthusiasm that you put into the application and interview and wish you every success in your search for a future position.

Yours sincerely,

Greg Flattley
Principal
Sunnyhills Senior College