

Name  
Address  
City, State Zip

Dear

Thank you for applying for the position of \_\_\_\_\_ for \_\_\_\_\_ parish.  
We received a number of applications and have selected a candidate to fill the position. We will keep your application on file for 6 months; if you choose to apply for another advertised position, we can use your original application.

We appreciate your interest in working for \_\_\_\_\_ parish and wish you success in your job search efforts.

Sincerely,