Antonia Montego

123 Main Street, Anytown, CA 12345 · 555-555-5555 · abcd@email.com

September 1, 20XX

Harold Mann

Chief Web Officer

Internet Data Solutions

123 Business Rd.

Business City, NY 54321

Dear Mr. Mann,

Thank you for referring Joe Dalton to me for web design services. The Dalton Agency is a prestigious firm, and I truly appreciate your confidence in my abilities. As you know, their web presence has been very limited up to this point, and Mr. Dalton has expressed interested in making it a much more important part of the business.

I am excited about the opportunities and challenges he has offered me and am confident that he will be satisfied with my work.

By way of thanks, I would like to offer you a discounted package for the next update of your website.

If there is anything else I can do for you, please let me know.

Best regards,

Antonio Montego

Ethan Windsor

123 Main Street, Anytown, CA 12345 · 555-555-5555 · ethan.windsor@email.com

September 1, 2018

Emily Lau

123 Main Street.  
Anytown, CA 12345

Dear Ronald,

Emily, As I mentioned during our recent phone conversation, we have offered our open position to a different candidate. This is your official notice of this decision so that you can close the book on this position.

We also want you to know that we appreciate the time you invested in coming into our company for an interview. The team is grateful for the opportunity to speak with you.

Best wishes as you continue your job search.

Best,

Ethan Windsor

HR Manager for the Hiring Team