



Ready Reference F-12 Sample Turndown Follow-up Letter

Follow-up to a Turndown

Use the heading from your resume for your contact information

Date

Ronald McDonald, Staffing Manager
Manufacturing Company
City, State Zip

Dear Mr. McDonald:

Thank you for your efforts and consideration of my application for the Project Manager position in the Boulder facility. Needless to say, I was disappointed to learn that another candidate had been selected. I know there were many applicants for the position, all with excellent qualifications, and appreciate the time and care that you and your staff took in making the decision.

As we discussed, my family and I would love to relocate to the Boulder area since we both have family in Colorado. I hope you will keep me in mind, should another position arise in the Boulder facility or in any of your Western region facilities. Based on Manufacturing Company's projected growth, I am certain that new opportunities will become available. I feel that I would make a significant contribution to the expansion of your organization.

Best regards,

Dis A. Pointed