

Subject: Update on Your Application Status

Dear [Applicant's Name],

Thank you for your interest in [Program/Position Name] at [Institution/Company Name]. We appreciate the time and effort you put into your application.

We would like to inform you that, while we were impressed with your qualifications, we are currently unable to extend an offer of admission/employment. However, we are pleased to place you on our waitlist for future consideration.

Should a position become available, we will reach out to you directly. In the meantime, we encourage you to stay engaged with our institution/company and check for updates.

Thank you once again for your application. We wish you the best of luck in your future endeavors.

Best regards,

[Your Name]

[Your Title]

[Institution/Company Name]

[Contact Information]

[Website URL]