[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: THANK YOU FOR UNDERGOING OUR TESTING**

Dear [CONTACT NAME],

Thank you for taking the time to be tested for employment at [YOUR COMPANY NAME] yesterday.  
  
Within [NUMBER] weeks we should be able to provide you with a decision with regard to your application, and we want you to know that we will be giving your application our fullest consideration. If for some reason, we are unable to offer you a position at this time, we will retain your application and aptitude test on record, which will enable us to contact you whenever there is an opening.  
  
Once again we would like to thank you for your time and consideration and will be in contact with you as soon as we have some definitive information for you.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]