

Draft 3

Subject: Availability of full-time positions

Dear Vanessa,

Thank you for your recent letter, requesting information on possible term or ETC openings within our unit in the coming year. It was good to hear from you again. I am sorry to tell you, however, that we do not have any positions open now, and do not anticipate having any open in the next fiscal year.

Before you completed your internships with us last August, we expected that two vacant positions would be available by September of this year. Unfortunately, one position is to be eliminated because of a budget cut. The second anticipated vacancy has not occurred, since the person filling the position has decided not to retire as soon as she had planned.

We will keep your file active for two years; if there is a new position in that time, we will consider your application again. In the meantime, you might want to check the Bank Group's external website for openings in other units.

Thank you for considering the Bank Group—and our unit in particular—as a potential employer. We appreciated the contribution you made as an intern, and wish you all the best in your search for permanent employment.

Sincerely,

Luis Santiago