

*Your Company Address*

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*Applicants Name and Address*

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*Date* .....

Dear *(candidate's name)*

Thank you for attending for interview for the post of *(job title)* with *(your company name)*. I regret to inform you that, on this occasion, you have been unsuccessful.

I would like to thank you for your interest in working with *(your company name)* and would encourage you to apply for any other posts we might advertise in the future.

Best wishes in your continued search for employment.

Yours sincerely

*(Your Signature)*

*(Your Name and Title – printed)*