

Your Company Address

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Applicants Name and Address

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Date

Dear *(candidate's name)*

I refer to your application for the post of *(job title)* with *(your company name)*. I regret to inform you that, on this occasion, you have not been selected for interview.

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.

Yours sincerely

(Your Signature)

(Your Name and Title – printed)