

[Print on front of envelope] or insert Address]

Applicant's Name

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Thank you for your application for

Following careful consideration of your experience and qualifications we regret to inform you that on this occasion you have not been

selected for an interview.

[We would, however, like to retain your details for the next six months so that we can consider you for any other vacancies. If you would please let us know if you would prefer us not to keep your details or if you would prefer this is the case, we shall delete all the information we hold about you.]

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I/We wish you success in your employment.

Yours sincerely

<<Name>>

<<Title>>

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