*[Print on Employer’s Letterhead or insert Address]*

Applicant's Name

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Thank you for your application for the position of << >>.

Following careful consideration of all the applicants' experience and qualifications we regret to inform you that on this occasion you have not been selected for an interview.

I/We wish you success in your employment search.

Yours sincerely

<<Name>>

<<Title>>