Private and Confidential

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

RE: <Insert Position Title>

[Applied] Thankyou for applying for the above position at <Insert Company Name>.

OR

[Interviewed] Thank you for applying for the above position at <Insert Company Name> and attending your interview on <Date>. It was a pleasure to learn more about your skills and accomplishments.

[Applied] Unfortunately, we will not be moving forward with your application but we appreciate your time and interest in the position.

OR

[Interviewed] Unfortunately, we have made the decision not to progress you onto the next stage of the recruitment process. Competition for jobs at <Insert Company Name> is always strong and we often have to make difficult choices between many high-calibre candidates.

We wish you every success in the future.

Yours sincerely,

**<Full Name>**

<Job Title>