

[Print on

r insert Address]

Applicant's Name

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Thank you for your attendance to << of Interview>> for the position of
<<Job Description>>.

Following careful consideration of << experience and qualifications we
regret to inform you that on this oc << n selected for the position.

I/We thank you for your interest in << ou success in your employment
search.

Yours sincerely

<<Name>>

<<Title>>

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