UNSUCCESSFUL APPLICANT (NOT INVITED TO INTERVIEW) - LETTER

Add/delete information in brackets as appropriate

[add date]

[add address]

Dear [name]

Re: Vacancy for [position title]

Thank you for your recent application for the position of [position title].

I have given careful consideration to your application against the criteria we have specified for this position. However I regret to inform you that on this occasion you have not been shortlisted for interview.

Thank you for your interest in [Company name]. I wish you every success in your future career.

Yours sincerely

[Name of signee]

SAMPLE