**Please use Company headed paper.**

**[Insert unsuccessful candidate’s full name]**

**[Insert unsuccessful candidate’s address]**

**[Insert date of letter]**

**[Insert employer‘s name]**

**[Insert employer‘s address]**

Dear **[Insert unsuccessful candidate’s first name]**,

Dear

Regarding the appointment of: (insert job title)

Thank you for attending the interview for the above post. Unfortunately, on this occasion you were not successful.

If you would like to receive feedback regarding your interview, please call (insert name and number) to arrange feedback.

I would like to take this opportunity to thank you for your interest and wish you every success in obtaining a suitable post in the near future.

Yours sincerely

Name

Position within organisation.