

LETTER TO UNSUCCESSFUL APPLICANT

"[INSERT DATE]"

"[Insert Address Line 1]"

"[Insert Address Line 2]"

"[Insert Address Line 3]"

SAMPLE

ATTENTION: "[Insert Name]"

RE: UNSUCCESSFUL APPLICATION FOR EMPLOYMENT

Dear "[Insert Name]"

We thank you for your application for employment from the position

"[Insert Position]". We regret to inform you that your application was unsuccessful

due to "[Insert Reasons for Unsuccessful Application]".

We appreciate your interest in our company and wish you only the best for your future endeavours.

Sincerely,

VIEW

"[Insert Signatory's Name]"

Authorised Signatory