**Template: Unsuccessful applicant following interview**

**[Insert Your Company Name**

**and Address**

**telephone number]**

**[Insert name and**

**address of recipient]**

**[Insert todays date]**

Dear **[Insert applicants first name]**,

**Vacancy for [Insert Job Title]**

I would like to take this opportunity to thank you for attending for interview.

After careful consideration, I regret to inform you that on this occasion you have been unsuccessful.

I would however like to retain your details on file with a view to contacting you should a suitable vacancy arise in the future\*

If you would like feedback from the interview, please contact me on **[insert contact telephone number] \***.

Thank you for your interest in working with **[company name].**

I wish you every success in your future career.

Yours sincerely

**[Signature of letter writer]**

**[Insert letter writer’s name]**

**[Job title]**

\*Delete as appropriate,