**Template: Unsuccessful applicant – not shortlisted for interview**

**[Insert Your Company Name**

**Address**

**telephone number]**

**[Insert name and**

**address of recipient]**

**[Insert todays date]**

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

**Vacancy for [Insert Job Title]**

Thank you for your recent application ***or*** note of interest\* in the above position.

I regret to inform you that on this occasion you have not been short-listed for interview.

I would however like to keep your application form/CV/details on file and contact you should another vacancy arise that I feel you would be suitable for\*.

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