[***Today’s date***]

Dear [***Insert Name***}

Thank you for your attendance to the interview on [***insert date of interview***] for the position of [***insert job title***].

Following consideration of all the interviewees' experience and qualifications we unfortunately write to inform you that on this occasion you have not been selected for the position.

We thank you for your interest in our company and wish you success in your employment search.

Yours sincerely

[***Insert Name and Job Title***]

[***Insert name and address of recipient***]

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