

Template 7 (Cont'd): Unsuccessful Candidate letter (after interview)

Date:

Name:

Address:

Dear,

Application for Position of _____ (insert position)

Thank you for your recent application for the position of _____ (insert position) with _____ (insert name of Enterprise).

We have now completed all candidate interviews and reviewed each candidate.

We regret to advise you that you have not been successful in this process. If you require feedback on your interview, please call _____ (insert name and phone number).

Thank you for your interest and preparation for the interview.
Best wishes for the future.

Yours sincerely,

Name

Position