Letter - Unsuccessful Applicant

[Date]

[Name]

[Address]

[Address]

[Address]

[Postcode]

Dear [name]

Thank you for your application for the position of [job title].

Careful consideration has been given to your application against the criteria identified and unfortunately on this occasion you have not been successful as there were other candidates whose qualifications, experience and attributes more closely matched the person specification.

Thank you for your interest in this position and I wish you every success in the future.

Yours sincerely

[Name of person signing letter]