Template letter to unsuccessful candidate

[Date]

[Applicant’s name]

[Applicant’s address]

Dear [Applicant’s name]

**Your recent application for [Position Title]**

Thank you for your recent application for the position [Position Title] at the [Company Name].

There was an outstanding level of interest in this position. Unfortunately, on this occasion we are unable to progress your application through to the next stage of the recruitment process as there were a number of candidates whose background and experience were more aligned with the requirements of this position.

We appreciate that applying for a new role can be time consuming and demanding and we want to take the time to say thank you for submitting an application that shares your skills and experience with us.

We wish you every success in your future endeavours and thank you again for your interest in a position with [Company Name].

Yours Sincerely

[Name]

[Position]