**Subject:** Vacancy for [Job Title]

**Dear** [Name]

Thank you for your recent application for the position of [Job Title].

I have given careful consideration to your application against the criteria we have specified for this position. I regret to inform you that on this occasion, you are not been short-listed for an interview. However, we will keep your application form on file and contact you should a position arise that we fed you would be suitable for. Should you wish to speak with someone regarding your application, please contact me on [insert number].

Thank you for your interest in working at [Company Name], I wish you every success in your future.

Yours sincerely,

[Name]

[Job Title]