**Your Address**

**Your Tel number**

[Date]

Dear [Name]

**Re:** Vacancy for [Position title]

Thank you for attending the recent interview on [date of interview] for the position of [position title].

I very much enjoyed meeting you to discuss the role. I have now had the opportunity to consider all of the candidates against the criteria we have specified for the job. The decision has been a difficult one, as the overall standard of candidates was high. After careful consideration I regret to inform you that on this occasion we have decided not to progress your application any further.

If you would like feedback from the interview, please don’t hesitate to contact me on the number above.

Thank you for your interest in [company name]. I wish you every success in your future career.

**Yours sincerely,**

[Name]

[Position / Job Title]