<ADDRESS>

<DATE>

Dear <NAME>

Thank you very much for taking the time to attend the interview on <DATE> for the position of <POSITION>. <NAME OF PANELISTS> very much enjoyed meeting with you.

The quantity and calibre of applicants for this position was very high and we interviewed a number of candidates for this role. Unfortunately on this occasion you have not been successful.

We would like to thank you for the interest you have shown in this position and wish you every success in your job search.

**Optional if the candidate is not suitable at this time:** Whilst your skills and experience did not match our requirements on this occasion, we would like to retain your details on file for any future opportunities which may arise. Please contact me if you do not wish your details to be retained.

Yours sincerely

<NAME>

<POSITION>