

# rejection letter – no interview

[Enter candidate name and address]

[Enter date]

Re: [Enter Position]

Dear [Enter Candidate Name],

We have now been able to give full consideration to the applications we received in response to the advertisement we placed in the [Enter the name of newspaper] regarding the above position.

Although we noted with interest your Curriculum Vitae, I regret to say that it has been decided that others more closely match the profile we have drawn up for this job. We shall not therefore be inviting you for interview on this occasion, however would like to take this opportunity to wish you all the best.

Yours sincerely,

[Enter Manager Name and Position]

