Recipient address

Example road

Swindon

SN51 4AQ

18 May 2020 | Reference: Optional

Dear

**Title of Post**

Thank you for your application for this post. The time and attention you gave to completing these forms is very much appreciated.

All applications are carefully considered by a shortlisting panel.

I am sorry to inform you that, as a result of that meeting, you have not been included in the short list to be invited for interview on this occasion.

Thank you for your interest and wish you every success in your future career.

Yours sincerely,

Name

Job title

Email: