<ADDRESS>

<DATE>

Dear <NAME>

Thank you for your application for the position of <POSTION> based at <LOCATION>.

**If applicable:** We were overwhelmed by the number of applications we received and by the quality of the candidates.

Unfortunately on this occasion, you have not been shortlisted for interview. I would like take the opportunity to thank you for taking the time to apply for the position and wish you well in your future job search.

**Optional if the candidates CV 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>