<insert date here>

<insert employee’s name here>

<insert employee’s address here>

<insert employee’s address here>

Dear <insert employee’s name here>,

**UNSUCCESFUL JOB INTERVIEW**

Thank you for attending the interview for the position of <insert position title here>.

We have now completed the recruitment process and unfortunately, on this occasion your application has not been successful.

We thank you for your interest in the position and wish you the very best for the future.

Yours faithfully,

<insert name here>

<insert position title here>

<insert company name here>