<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 APPLICATION**

I refer to your application for the position of <insert position title here>.

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>