

sample letter telling people they've not got an interview

Your name
c/o Direct Payment Advisor / Job Centre / PO Box*

Date

Name of applicant

Address of applicant

Dear *(applicant's name)*

Personal Assistant position

Further to your application for the position of Personal Assistant, I regret to inform you that you have not been selected for interview on this occasion.

Thank you for your interest and taking the time to apply for the position.

Yours sincerely,

(Your name)

* Use the return address you used for applications (see page 3), not your own address