

sample letter turning down an applicant

Your Name
C/o Direct Payment Advisor / Job Centre / PO Box*

Date

Name of Interviewee
Address of Interviewee

Dear *(interviewee's name)*

With regards to the interview held on *(date)* for the position of Personal Assistant, I regret to inform you that you have not been successful on this occasion.

(If you are offering people feedback on why they didn't get the job, say so here and give details as to how they can contact you.)

Thank you for taking the time to make your application and attend the interview and I hope you find a suitable position in the near future.

Yours sincerely,

(Your name)

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