APPENDIX 2P – EMPLOYERS’ HANDBOOK *(Remove comments in red.)*

**SAMPLE LETTER – UNSUCCESSFUL AT INTERVIEW**

*Name*

*Address*

*Post code*

*Date*

Dear *xxxxxxxxxxxxxxx*

Application for the position of *xxxxxxxxxxxxxxx* (job title)

I refer to your recent application and interview for the above post. I regret to advise you that on this occasion your application has not been successful.

I would like to thank you for your interest in the company and wish you every success for the future.

Yours sincerely

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