Unsuccessful Applicant Letter Template

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Dear [ Name]

Thank you for your application for the position of [].

We regret to advise you that after careful consideration, your application has not been successful. We received many applications, with a number of other applicants better matching the specific selection criteria for the position, on this occasion.

We would like to thank you for the obvious time and effort that you made with your application and for considering [] as a prospective employer. We would encourage you to apply for any other position that you consider yourself suitable for that [] might advertise in the future.

In the meantime, we wish you every success with your search for a future career.

Yours sincerely,

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