

## DRAFT PRO FORMA

**(Insert Organisation Name Here)**

(Please change content/wording to suit your organisation)

### **REJECTION LETTER FOR APPLICANTS NOT SUCCESSFUL FOLLOWING INTERVIEW**

(Delete prior to sending)

Date

Dear (applicant name)

**Re: Application for (position)**

Thank you for your application and participation in the interview for the above position. Unfortunately on this occasion you were not successful.

We hope you will not be deterred from applying for future vacancies with the (Organisation).

If you require further information and feedback on your application and interview, please contact me.

Yours faithfully

Administrator

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<sup>1</sup> This document was sourced from the AMSANT Administration Manual ([www.amsantmanual.com](http://www.amsantmanual.com))