# Acknowledgment of application – unsuccessful applicant

(Company letterhead or address)

(Applicant’s name)

(Street address)

(Suburb, State, Postcode)

(Date)

Dear (Applicant’s name)

Thank you for your application for the position of (Job title).

We received many applications from well-qualified and experienced candidates.

Unfortunately, on this occasion your application for employment with us was unsuccessful.

Thank you for your interest in joining us at (Business name) and for taking the time to submit an application for employment.

We wish you well in your future endeavours and encourage you to apply again in the future if a suitable position becomes available.

Yours sincerely

(Name of business representative)

(Title)