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[Business name]

[Business address]

Dear [Candidate’s first name],

Thank you for attending the interview for [role name] vacancy at [company name]. Unfortunately, your application has been unsuccessful at this time.

We were very impressed by your [positive feedback], but we felt that you [constructive feedback].

We appreciate the interest you’ve shown in this role and our company, and wish you all the best for the future.

Yours sincerely,

[Your name]

[Your job title]