

Dear XXXX

**RE: Vacancy Title and Reference**

Thank you for attending an interview for the above named position.

I regret to inform you that after careful consideration you have been unsuccessful on this occasion. Unfortunately due to the high volume of applications we received, we are unable to provide individual interview feedback.

Thank you for your interest in this post and I hope you will soon be successful in finding a suitable position.

Yours sincerely,



Example provided by:  
Future Prospects  
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