



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For Applying for the Post of _____

Dear _____ (Name of the Recipient)

We want to thank you for applying for the position of a _____ at our company. We regret to inform you that based on your application, you have not been shortlisted for the post currently. We appreciate you for taking out the time to apply to our company.

We appreciate your experience and skills but we wanted a candidate who has at least 4 years of experience in _____. But your experience was not exactly the same. However, as there were some more competent candidates who have direct experience in the required fields, we have decided to go ahead with them. We wish you good luck and hope to have you onboard with us in future.

Sincerely,

(Signature)

Sender's Full Name