***This draft is an example template. Contact the HR Helpline for advice on adapting and issuing this letter in a particular case.***

**LETTER TO REJECT JOB APPLICATION**

Dear [NAME],

**Job application**

Thank you for your application for the position of [JOB TITLE].

Having given careful consideration to your application, we regret to inform you that we have decided not to ask you to attend an interview.

We would like to take this opportunity to thank you for expressing an interest in the post and in our Company and to wish you well in your search for suitable employment.

Yours sincerely,

[NAME]