

1 December 1999

<Name>

<Address>

Dear <Name>

Thank you for your interest in our recent advertisement for a <position> and for taking the time to prepare and send us your application.

It was clear from our review of your career that you have had appreciable experience, which broadly met the requirements we had outlined. Selection has been a difficult one with the number of high calibre applications, including your own. After careful review of your application, on this occasion there were some other candidates whose backgrounds more closely matched the requirements of this particular role.

However, we were impressed by your qualifications and experience and would like to keep your details on file. Should another suitable position become available we will be happy to speak with you further.

We wish you all the best in gaining suitable employment.

Regards

<Name>

<Position>