**REJECTION LETTER**

[*To be typed on School’s headed notepaper]*

**Strictly Private and Confidential**

[Name of applicant]

[Address of applicant]

[Date]

Dear [applicant]

**Your application for employment**

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

After very careful consideration it has been decided to offer the position to another candidate. This is not a reflection on your abilities – we received many applications, with standards overall being very high, and we were able to recruit someone who very closely matched our requirements.

[You have indicated on the application form that you consent to our retaining your details for the purposes of future vacancies. We would like to do this however if you have changed your mind I would be grateful if you could telephone me to confirm this.]

I would like to thank you for your time and wish you every success in your future career.

Yours sincerely