

Sample letter telling people that they have not got an interview

Your name
c/o Direct payment advisor/Jobcentre Plus/PO Box*

Date:

Name of applicant:

Address of applicant:

Dear (applicant's name)

Personal assistant position

Further to your application for the position of personal assistant, I regret to inform you that you have not been selected for interview on this occasion.

Thank you for your interest and taking the time to apply for the position.

Yours sincerely,

(Your name)

*** Put a return address on the letter. Use the address that you used for applications, and not your own address**