

# Sample letter turning down an applicant

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

**Date:**

**Name of interviewee:**

**Address of interviewee:**

Dear (interviewee's name)

With regards to the interview held on (date) for the position of personal assistant, I regret to inform you that you have not been successful on this occasion.

(If you are offering people feedback on why they did not get the job, say so here and give details about how they can contact you.)

Thank you for taking the time to make your application and attend the interview and I hope you find a suitable position in the near future.

Yours sincerely,

(Your name)

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