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**NGB/Organisation Headed Paper**

[Date]

Personal

[Name]

[Address]

Dear [Name]

**RE: [POST]**

Further to your interview for the above position, I regret to inform you that you were unsuccessful on this occasion.

[Insert specific feedback] **OR**

The interview panel were very impressed with the way in which you conducted yourself at the interview. The quality of the candidates was extremely high and I would like to thank you for your time and interest, which was clearly displayed during the interview and wish you every success in your next career step.

Yours sincerely

Name

Job title