

**PRIVATE & CONFIDENTIAL
ADDRESSEE ONLY**

*(INSERT NAME)
(INSERT ADDRESS)*

(INSERT DATE)

Dear *(INSERT NAME)*

Further to your recent application, we regret to inform you that we will not be asking you to attend an interview at this time.

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The reason for this is because the experience and skills you have gained in your current role are not as closely aligned with our current needs at the moment.

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However, your details are still of interest to us and we will consider you for any suitable vacancies that arise in the next six months.

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In the meantime we would like to thank you for your interest in our company.

Yours sincerely

**(INSERT YOUR NAME)
(INSERT JOB TITLE)**

