

PRIVATE & CONFIDENTIAL
ADDRESSEE ONLY

INSERT NAME
INSERT HOME ADDRESS

INSERT DATE

Dear INSERT NAME

Thank you for your recent
COMPANY NAME.

Whilst your details may be
vacancy for which to consider
and should our recruitment
enquiry further.

In the meantime thank you
future.

Yours sincerely

INSERT NAME
INSERT JOB

prospects here at INSERT

not have a suitable
placing your details on file
we will consider your

h you success in the