*Service address and* contact details

[date]

[name of applicant]

[address]

[address]

[address]

Dear [name]

**Application for employment**

Thank you for your application for employment in the position of **[insert job title]**. We had a number of applications for this position and selecting the right candidate was not easy. Unfortunately your application was unsuccessful. We wish you luck in your future career.

Yours sincerely,

**[Name of employer]**