APPENDIX 2H – EMPLOYERS’ HANDBOOK *(Remove comments in red before issuing, insert details for individual employee in areas highlighted in grey and consider/reflect company policy in areas highlighted in blue.)*

**SAMPLE LETTER – NOT SHORT-LISTED FOR INTERVIEW**

*Name*

*Address*

*Post code*

Date \_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application for the position of *XXX (job title)*

I refer to your recent application for the above post. I regret to advise you that on this occasion you have not been short-listed for interview.

I would like to thank you for your interest in the company and wish you every success for the future.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_