

ABC Limited,  
Dublin Road,  
Ashbourne,  
Co. Meath.

Joseph Bloggs,  
Dublin Road,  
Ashbourne,  
Co. Meath.

14<sup>th</sup> August 2012

Dear Joseph,

We would like to take this opportunity to thank you for your recent attendance for interview as part of our selection process for the position of Sales Assistant with ABC Limited. We regret to inform you that you have been unsuccessful on this occasion. Your details will be retained on file with a view to consideration, should any suitable vacancies arise within the near future. On behalf of the company I would like to wish you every success in your future career.

Yours sincerely,

---

David Jones  
Manager