**Confirming job rejection following interview template**

**Private and confidential**

*[insert date]*

*[insert name]*

*[insert address]*

Dear *[insert name],*

**Application for employment**

Thank you for attending the interview on *[insert date]* for the role of *[insert job title]*. Unfortunately, after careful consideration, your application has been unsuccessful on this occasion.

We’d like to retain your details on file for [*insert time period]* so if another suitable vacancy arises during that time, you can be considered. If I do not hear from you, I will assume that you agree to us retaining your details for these purposes.

Thank you for your interest and best wishes for the future.

Yours sincerely,

*[insert name] [insert job title]*