

**Rethinking Recruitment for Tourism**

**Letter of Regret A Template**



**Letter of Regret - A Template**

Private & Confidential

INSERT DATE

INSERT NAME

INSERT ADDRESS LINE 1

INSERT ADDRESS LINE 2

INSERT ADDRESS LINE 3

INSERT EMAIL ADDRESS IF SENDING VIA EMAIL

Delivered via *registered post/ordinary post/email/hand (delete as appropriate)*

Re: Your application

Dear INSERT NAME

I refer to your recent interview of INSERT JOB TITLE with INSERT COMPANY NAME and regret to inform you that, on this occasion, you were not successful with your application.

It was an extremely difficult decision to make as the calibre of interviewees was very high. As a result I would, with your permission, like to retain your application on file for 12 months. In the event that a suitable vacancy occurs in the future I will contact you again to establish if you are still available and would be interested in knowing further details.

In the meantime, may I take this opportunity to thank you for the interest you have shown in the Company and wish you every success in finding a suitable position.

Kind regards

INSERT NAME

INSERT POSITION

We are an equal opportunities employer.