

Not progressing post Interview Letter Template

Add your name and interview address here

Date:

Name of interviewee:

Address of interviewee:

Dear,

With regards to the interview held on **(date)** for the position of personal assistant, I regret to inform you that you have not been successful on this occasion.

Thank you for taking the time to make your application and attend the interview and I hope you find a suitable position in the near future.

Yours sincerely,