[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: ACKNOWLEDGEMENT OF APPLICATION**

Dear [CONTACT NAME],

Thank you for your application of employment at our company and the time you invested in contacting us.

However, your application was unfortunately not successful and the position has been filled. We, therefore, will not be continuing with any application processes at this present time.

Your C.V will be kept on file for future reference should an opening become available.

We wish you luck with your future endeavours.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]