Date

[name]

[address]

[town] [state] [postcode]

Dear [name],

**RE: [position]**

Thank you for your recent application, and for your interest in the above position at Kyeema Support Services.

There was an outstanding level of interest in this position. Unfortunately, on this occasion we are unable to progress your application through to the next stage of the recruitment process.

We appreciate that applying for a new role can be time consuming and demanding and we want to take the time to say thank you for submitting an application that shares your skills and experience with us.

We wish you well in your future endeavours and encourage you to apply again in future if a suitable position becomes available.

Yours Sincerely,

Name  
Title