**Private and Confidential**

 [Candidate Name and Address}

**[Candidate** **email]**

23 October 2018

Dear [Candidate name}

Re: Vacancy for [Position title]

Thank you for attending the recent interview on [date of interview] for the position of [position title].

The interview panel has now had the opportunity to consider all of the candidates against the criteria specified for the job and they have informed me that the decision has been a difficult one, as the overall standard of candidates was high.

After careful consideration I regret to inform you that on this occasion the decision has been taken not to progress your application any further.

If you would like feedback from the interview, please contact me on the number below, and I will make arrangements for one of the panel members to contact you.

Thank you for your interest in working with the Parish of XXXXXXXX. I wish you every success in your future career.

Yours sincerely

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