**Email to non successful candidate at shortlisting**

Dear NAME

**Re: Post of TITLE**

I would like to thank you for giving our committee the opportunity to examine your application for the above position. The Selection Committee has completed the initial screening process, and have determined the final list of candidates that will be invited to interview for the position. Although you were not selected to continue to the next stage of the process, the committee members would like to thank you for applying and wish you continued success in reaching your professional goals.

Yours sincerely,

NAME