Dear «Title» «Surname»

Re: «Competition\_desc»

Further to your interview for the above position, while you were considered to be a suitable candidate and the Selection Board rated your application very highly, another candidate was found to best meet the needs of the Department at this time. However, should this candidate be unable to take up the appointment, we may contact you again.

I would be pleased to provide you with feedback and answer any questions you may have about the recruitment process.

On behalf of all involved, we very much appreciated the opportunity for discussion and exchange throughout the selection process. We would like to thank you for your interest in this position and wish you continued success in reaching your professional goals.

Kind Regards,