Dear «Title» «Surname»

Further to your application for the post of «Competition\_desc»

The initial shortlisting for the post has taken place. While the Selection Committee considered your application highly, there were a number of other candidates who demonstrated a closer fit with the selection criteria and the responsibilities of the post.

On this basis you have not been invited to interview based on the initial shortlisting. We wish however to retain your application, should further consideration of applications be required.

We will be in contact with you again should the decisions of the Selection Committee concerning your application change.

Thank you for your interest in this position.

Yours sincerely,