**[THIS LETTER SHOULD BE PRINTED ON COMPANY LETTER HEAD PAPER OR SENT VIA A CORPORATE EMAIL ACCOUNT]**

**Sample Letter**

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| Sample Letter for Job Applicant  This template letter is ready to be tailored to your company’s needs and should be considered a starting point for corresponding to applicants.  Disclaimer: This template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor HR Expert Australia will assume any legal liability that may arise from the use of this document. |

[Date]

**Private & Confidential**

[Employee First Name & Surname]

[Address 1]

[Address 2]

[City]

[State & Postcode]

Dear [Name],

*Re: Your Application for the Position of ………………………*

Thank you for your application for (Insert position name here). Unfortunately, we do not have any positions in this area available at this time.

We will keep your details on file for a period of three months; if any positions arise within this time we will notify you. Otherwise, you can view our current vacancies via our website **[insert website address]**

We would like to take this opportunity to thank you for the interest you have shown in [insert company name] and for the time and effort you have put into your application.

Yours Sincerely,

[Manager]

[Title]