<<Insert Date>>

<<Insert Address>>

Dear <<Insert Name>>

Thank you for your interest in a role as a Travel Consultant for Sojourn Travel Australia.

The interest for the position in the <<Office>> office was high, with many highly skilled and qualified applications showing their interest in the position. Your application, whilst highly regarded by our HR department, was unfortunately unsuccessful at the current time.

We would like to keep your details on file for the next twelve months, should any more Consultant roles open up. Please let us know if you do not wish for us to do so.

Kind regards

<<Your Name>>

HR Consultant

Sojourn Travel