<Insert Landcare entity name>

<Insert address>

<Insert contact name>

<Insert contact details>

<Insert applicant name>

<Insert applicants address>

**<Insert Date>**

**Dear <Insert salutation>**

**Re: <Insert Position title>**

The <Insert Landcare Entity Name> expresses our appreciation for your attendance at the interview for the position of <Insert position title> held on the <Insert date>

Unfortunately on this occasion, we advise that you have been unsuccessful.

On behalf of the <Insert Landcare Entity Name> I wish you well in your pursuit for employment.

Yours Sincerely

<Insert salutation>

<Insert position within organisation>