

# Official Notice of Non-Appointment

Date:

To:

Address:

Subject: Non-Appointment Notice

Dear ,

We regret to inform you that, after careful evaluation and consideration, you have not been selected for appointment to the position of  at .

We appreciate your interest in joining our organization and thank you for the time and effort you invested in the application process.

Sincerely,

Authorized Signatory:

Position/Title: