To,   
Mr. Andrew,  
432 Smart Street,  
London, SS45

Date:

Sub: Job application rejection for Marketing Executive position

Dear Mr. Andrew,

We appreciate your interest in XYZ Pvt. Ltd and for the position of Marketing Executive for which you applied on (Date: ). After reviewing the applications received by us, yours was not selected for further consideration, as we found you could not meet certain eligibility criterion.

First of all you are not a graduate yet, which was compulsory criterion for this job. Secondly we did not find any referral letter in your documents, which could have supported your candidature. Thirdly, you missed to submit an address proof, which was again a mandate for the job.

We would like to advise you that from next time when you apply for any job please go through the eligibility criterion well and submit the correct set of documents which will not mark you as a careless candidate. The selection committee appreciates the time you invested in your application.

We wish you every personal and professional success with your job search. Thank you, again, for your interest in our company.

Regards,

Jessy Thompson

HR Manager

XYZ Pvt. Ltd