Your first and last name
Your address goes here
T: 0000 000 000
E: example@email.com

[date]

Interviewer’s first and last name
Company name goes here
Company address goes here
T: 1111 111 111

Dear [insert interviewer’s name]

Thank you very much for taking the time to interview me for the position of [name of position] on the [date of interview].

I really appreciate the time you took to see me. While I was disappointed to be informed that I was not successful this time, I would welcome any feedback you could give me about my job application and interview. I am always looking to improve and any feedback or advice you have would be very useful for me in the future.

I can be contacted anytime via phone, email or post. I sincerely appreciate you taking the time to consider me for the position and if any other vacancy were to become available at [company], I would love to have the opportunity to apply.

Thanks again for your time. I look forward to hearing from you.

Yours sincerely

[sign here]

[your name]