<Insert Landcare entity name>

<Insert address>

<Insert contact name>

<Insert contact details>

<Insert Applicants Name>

<Insert Applicants Address>

**<Insert Date>**

**Dear <Insert appropriate salutation>**

**Re: <Insert Position title>**

Thank you for applying for the recently advertised position of <Insert Position title> with the <Insert Landcare Entity Name>

We advise that on this occasion you have been unsuccessful in gaining an interview as all applications received were to a very high standard.

On behalf of the <Insert Landcare Entity Name> we wish you well in your employment pursuits.

Yours Sincerely

<Insert salutation>

<Insert position within organisation>