

Dear

Thank you for your application to join the _____ Church.

We have now had an opportunity to consider your application to assess your relevant skills and experience in relation to the requirements of the _____ role.

After careful consideration of your application, I regret to inform you that we do not believe your skills and experience meet the requirements for this position as closely as we need.

I am sorry that you are not being shortlisted for interview. (delete)

I am sorry that we are not able to offer you the role (or delete)

Thank you again for your interest.

We wish you success in your search for employment elsewhere.

Yours sincerely.

Name

Job Title

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