# CANCELLATION LETTER

From:

(Employer)

(Company Name)

(Address)

(City, State, Zip)

To:

(Applicant’s Name)

(Address)

(City, State, Zip)

(Date)

Dear (Applicant’s Name)

Please be informed that you failed to come for an interview last (date) at (time) in (location) for the position of (Applied Position).

In line with this, we regret to inform you that your application for the position has been cancelled.

Should you wish to reapply, we will be happy to assist you.

Very truly yours,

(Company Representative Name)

(Position)

Human Resources