

[Date]

[Candidate Name]
[Candidate Address]
[City, Postcode]

Subject: Application for [Graduate Scheme Name]

Dear [Candidate Name],

Thank you for your interest in the [Year] Graduate Recruitment Scheme at [Company Name] and for submitting your initial registration.

After carefully reviewing your application and eligibility criteria, we regret to inform you that we will not be moving forward with your registration at this time.

Due to the high volume of applications we receive, we are unable to provide individual feedback to every applicant during this initial stage. Please note that this decision relates specifically to the requirements of this particular graduate scheme and does not reflect on your potential for other roles.

We appreciate the time and effort you took to apply to [Company Name]. We wish you the very best of luck with your future career endeavors.

Yours sincerely,

[Your Name/Department Name]
[Company Name] Graduate Recruitment Team