\_\_\_\_\_(Date)\_\_\_\_\_\_

**\_\_\_\_\_(Name of Applicant)\_\_\_\_\_\_\_\_**

\_\_\_\_\_(Address of Applicant)\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Ms./Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Please be informed that after the initial evaluation of your qualifications vis-a-vis the qualification standards of the position you applied for, the following is the result:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Applied for** | **Qualification Standards (QS)** **of the Position** | **Your Qualifications** | **Remark/s** |
|  | **Education:** | **Education:** | Qualified/Disqualified |
|  | **Experience:** | **Experience:** | Qualified/Disqualified |
|  | **Training:** | **Training:** | Qualified/Disqualified |
|  | **Eligibility:** | **Eligibility:** | Qualified/Disqualified |

We regret to inform you that you cannot proceed to the next stage of selection process. We look forward to see you again in the future recruitment of this Office.

Thank you.

Very truly yours,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Regional Director

Email address:

*Note:*

*With attached documents*