

(Insert Name of Agency)

GOVERNMENT OF THE COOK ISLANDS

PO Box (Insert box #) Rarotonga Cook Islands Phone (682) (Insert telephone number)

(Insert website address)

(Insert Date)

Kia Orana (insert employees name)

**Re:** **Application outcome for the role of (Insert Position Title)**

I am writing to thank you for the time and effort you have put into

***Delete what is not applicable:***

submitting your application

attending an interview

for (Insert Role Title) with (Insert Agency Name).

***Delete what is not applicable***

I confirm that your application

has

has not

been successful in this instance.

***Delete what is not applicable***

You will be contacted within the next 3 – 5 days by our office to finalise the next steps in the recruitment process.

However, your interest in serving the Government and people of the Cook Islands through this very important role is noted with appreciation.

I wish you well in your future endeavours.

Yours sincerely

(Insert Head of Agency Name)

**(Insert Job Title)**