



*BMW GROUP  
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*20 February 2019*

*LATIN Henry  
27 Lymington Road  
AB10 1 Aberdeen*

**Subject: Response to your application to the job offer : Production Unit Manager**

Dear Mister LATIN,

Thank you for your letter dated 05th February 2019. We have received your application for a position of production Unit Manager and we thank you for your interest in our company.

However, despite the interest in your application, we regret not being able to respond favorably, because your profile does not match our research.

Indeed five years of experience is required but in your resume your experience is only of two years. Moreover, this experience is not in the automotive sector, which is an obligation to integrate the recruitment process of our company.

Despite the quality of your training, a post graduate level is required to satisfy the position's requirements.

However, unless we advise you otherwise, we will preserve your application with your CV and you cover letter so that we can contact you if a position that matches your profile is available.

We wish you every success in your search.

Yours faithfully,

Mélania VURSH  
Human Resources Director



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Human Resources Director



Caption :

In this part we indicate to the candidate, that if his profile is interesting, we keep his curriculum vitae and his cover letter if a suitable post is presented in the future



In this frame we find the coordinates of the company and the recipient of the letter.



Quickly identify the subject of the letter.



Forms of courtesies.

Other forms at the end : Best Regards / Yours Sincerely / Truly yours / Cordially / Respectfully yours / Kind regards.



This frame makes it possible to contextualize the situation, the subject of the letter and to thank the candidate for applying for a job in our company.



Here we give the final decision on rejection of the application. We also explain the reasons for our refusal.



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