



BNP PARIBAS
Personal Finance
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7 april 2020

ROBINSON Peter
7 Burlington Gardens, Mayfair,
London W1S 3ES

Subject : Response to your application - Banker

Dear Mr ROBINSON,

We acknowledge receipt of your application for a position of Banker dated 22 March 2020.

First of all, we would like to thank you for your interest in our company and the position to be filled.

However, and despite the quality of your application, we cannot respond favourably, as your skills are not fully in adequation with our needs. Moreover, as specified in the job advertisement, and in order to maintain the quality of customer service, we are looking for a candidate with at least 5 years of experience in a similar position.

Nevertheless, with your agreement, we will keep your contact details so that we can contact you later if a position corresponding to your profile becomes available.


We wish you every success in your future searches and we are available to answer any questions you may have.

Yours sincerely,

Tom HARPER
Human Resources Business Partner


A handwritten signature in black ink, appearing to be "TH", written over a horizontal line.


Caption to indicate the different parts of our letter :


 At this first step, we enter the address and the identity of the company and the candidate.
Finally, we sign in the name of the recruiter

 The subject indicates the purpose of the letter

 Courtesy expressions

 We acknowledge the receipt of his application and thank him for it

 We indicate here that his application is not accepted and we explain our arguments to him

 We keep the resume and wish good luck for the future to the candidate.