

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to CGI Application

Thank you for your application for [specific position or program name] at [Your Company/Organization]. We appreciate your interest and the time you invested in your application.

After careful consideration, we would like to inform you that [briefly state the outcome of their application, e.g., you have been selected for an interview, you have not been shortlisted, etc.].

[If applicable, provide additional information about next steps, how the recipient can improve in future applications, or any relevant details about the decision-making process.]

We appreciate your interest in joining [Your Company/Organization] and wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]