

Fractions Ltd
Acacia Avenue
Any Town
PP1 2SL

30th July 2023

Re: Business Analyst role

Dear Susan,

It was a pleasure meeting with you yesterday and I would like to thank you for taking the time to attend the interview for the position of Business Analyst.

Unfortunately, in this instance, we have decided not to proceed any further with your application. While you demonstrated a high standard of knowledge of business analysis and development, we felt you lacked experience in the ability to translate business requirements into technical formats.

However, the team was particularly impressed with your gap analysis and stakeholder engagement skills, so we would like to keep your details on file with regards to future opportunities that might crop up. Please let us know if you are interested in this.

Again, thank you for considering the role at our company and we wish you the best of luck in your continuing job search.

Yours sincerely,

Alissa Johns

The logo for TopCV, featuring the word "Top" in blue and "CV" in white, set against a dark blue square background.