# Unsuccessful letter template (Provider)

## Purpose of this template

You can use this template to advise candidates who have been unsuccessful.

## How to use this template

1. Save this template as a new document.
2. Enter applicant and role information in the spaces indicated by (grey text highlighted in brackets).
3. Delete the heading in bold and decide whether to include the remaining text in your response.
4. Review the content and delete or edit content as required.

Dear (Candidate name)

We are/ I am writing to inform you that unfortunately you have been unsuccessful in your application for (Position title) with (Organisation name).

We appreciate the time you took to prepare your application however this was a competitive process and we have decided to move forward with a candidate who better suits our needs on this occasion.

For more detail on the capabilities that we were looking for, please see the [NDIS Workforce Capability Framework](https://workforcecapability.ndiscommission.gov.au/framework/level#gen_ourRelationship_0_0) which sets out specific behavioural indicators for workers in the disability sector.

**Optional for candidates who are suitable for future consideration**

Please let us know if you are happy for us to contact you in the future about any other roles we think you might be suitable for. Alternatively, we invite you to follow us on social media and keep an eye out for any future roles that might be of interest.

If you have any questions, please do not hesitate to contact us/ me.

All the best going forward

Regards,

(Your name here)