# Unsuccessful letter template (Participants)

## Purpose of this template

You can use this template to advise applicants 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 with brackets).
3. Review and change the content of the letter as required and delete this page before sending.

*The template starts on the next page. Remove this page before sending*

Dear (Candidate name)

I am writing to let you know that unfortunately you have been unsuccessful in your application for the role of (Position title).

I appreciate and thank you for the time you took to participate in this recruitment process. I was able to identify an applicant better suited to my needs on this occasion.

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

All the best going forward

Regards,

(Your name here)