# Letter to unsuccessful applicant

You can use this letter template to help you formulate your letter to inform applicants who are unsuccessful in their application for your vacant position.

<Applicant’s name>

<Street address>

<Suburb, state, postcode>

<Date>

Dear <Applicant’s name>

Thank you for your application for the position of <job title>.

We have received many applications from well-qualified and experienced candidates.

Unfortunately, on this occasion your application for employment with us was unsuccessful.

Thank you your interest in joining us at <business name> and for taking the time to submit an application for employment.

We wish you well in your future endeavours and encourage you to apply again in future if a suitable position becomes available.

Yours sincerely

<Name of business representative>

<Title>

# Acknowledgement of application – successful applicant

You can use this letter template to help you formulate your letter to inform applicants who are successful in gaining an interview for your vacant position.

<Applicant’s name>

<Street address>

<Suburb, state, postcode>

<Date>

Dear <Applicant’s name>

Thank you for your application for the position of <job title>.

We’re pleased to tell you that you have been short-listed for an initial interview.

Selection interviews will be conducted on <date>. Please contact <business representative> to arrange a suitable time.

When you come to the interview, please bring the originals and a photocopy of any documentation that will support your application.

Thank you for your interest in joining us at <business name> and for taking the time to submit an application for employment. We look forward to discussing your application in greater detail.

Yours sincerely

<Name of business representative>

<Title>