

Letter to an unsuccessful job applicant template

You can use this template letter to notify people that their job application was unsuccessful. While you are not required by law to inform an applicant that they were unsuccessful, it's good practice to do so.

Suggested steps for notifying job applicants

For more information on hiring a new employee, see our 'Hiring employees' online learning course at [fairwork.gov.au/learning](https://www.fairwork.gov.au/learning). For information about minimum employment rights and entitlements you can also call the Fair Work Infoline on 13 13 94 or visit www.fairwork.gov.au.

Step 1: Offer the job to your preferred candidate

Offer the job to your preferred candidate before notifying other candidates that they were unsuccessful. This will allow you to offer the job to another applicant if the preferred candidate declines your offer.

Step 2: Notify unsuccessful applicants

Once your preferred candidate has accepted your job offer, you can use the below template letter to notify the unsuccessful applicants.

This template has been colour coded to assist you to complete it accurately. You simply need to replace the <red> writing with what applies to your employee and situation.

Step 3: Provide feedback to unsuccessful applicants

Some applicants will contact you to find out why they were unsuccessful. It's a good idea to keep the notes you've taken from the selection process to help you answer any questions you get.

It's important to remember that it's unlawful to not employ someone because of a discriminatory reason, such as their race, age or family or carer's responsibilities.

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

<Your business letterhead if available>

<Date>

Private and confidential

<Applicant's name>

<Applicant's address>

<Suburb, state, postcode>

Dear <Applicant's name>

Outcome of application for employment: <Position name >

Thank you for applying for the position of <Position name > with <Business name>. Unfortunately on this occasion your claims for the position were not as strong as other candidates and your application was unsuccessful.

Should you wish to discuss the outcome of your application further, please don't hesitate to contact <me/person's name> directly on <telephone number and/or email address>.

I wish you well in your future employment endeavours.

Yours sincerely

<Manager's name>

<Position title>

<Business name>