

Notice to unsuccessful applicants – letter template

Who can use this template?

Employers 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.

Need help with hiring a new employee?

- Visit our [Hiring employees page](https://www.fairwork.gov.au/hiring) at fairwork.gov.au/hiring
- Complete our [short course on Hiring employees](https://www.fairwork.gov.au/learning) at 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 [our website](https://www.fairwork.gov.au) at www.fairwork.gov.au

Checklist: Suggested steps for notifying unsuccessful job applicants

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. It's a good idea to respond using the same method the applicant used to apply for the role, which may often be by email or through an online job application portal.

Step 3 – Provide feedback to unsuccessful applicants

Some applicants may 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, religion, gender, gender identity, sexuality, intersex status, age, disability, pregnancy, breastfeeding or family responsibilities.

! IMPORTANT

Make sure you're using the latest version of this template letter by [downloading the most up-to-date version](https://www.fairwork.gov.au/templates) from fairwork.gov.au/templates

This template letter has been colour coded to assist you to complete it accurately. You simply need to replace the **red < > writing** with the information relevant to your award or agreement.

Explanatory information is shown in **purple writing** to assist you and **should be deleted once you have finished**.

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.

TEMPLATE LETTER – Notice to unsuccessful applicants

<Include your electronic signature and/or business logo if sending by email, or print on your business letterhead if sending by post>

<Date> [Not required if sending electronically]

Private and confidential

<Applicant's name> [Not required if sending electronically]

<Applicant's address> [Not required if sending electronically]

<Suburb, state, postcode> [Not required if sending electronically]

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 application was not as strong as other candidates. After careful consideration, <I/we> regret to inform you that your application has been unsuccessful.

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

I wish you well in your future employment endeavours.

Yours sincerely

<Manager's name>

<Position title>

<Business name>

<Email signature, if applicable>

PLEASE KEEP A COPY FOR YOUR RECORDS

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