# Job Application Status

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

**Note:** For more information about dealing with the recruitment and selection process, please see our relevant Quick Guide or contact the Workplace Relations Advice Line.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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# Acknowledgment Letter

**[INSERT DATE]**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**,

**Re:** **[INSERT POSITION NAME]**

Thank you for taking the time to submit an application for the above position at **[INSERT COMPANY NAME]**.

We are currently assessing the applications which have been received for this position and will contact you again shortly to inform you whether or not you have been short listed for interview.

Once again, thank you for showing an interest in **[INSERT COMPANY NAME]**.

Yours sincerely

**[MANAGER NAME]**

**[MANAGER TITLE]**

# Delayed Response Letter

**[INSERT DATE]**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**,

**Re:** **[INSERT POSITION NAME]**

Thank you for your application for the above position.

We would like to extend our apologies for the delay in advising you of the status of your application. There have been a number of issues impacting on the company’s ability to readily conclude the process. We expect to reach a conclusion in the next **[INSERT TIMEFRAME E.G. FORTNIGHT]** and will advise you immediately of the result.

Thank you for the interest and effort you have displayed in applying for employment with **[INSERT COMPANY NAME]**. We will be in contact with you again shortly.

Yours sincerely

**[MANAGER NAME]**

**[MANAGER TITLE]**

# Decline Letter (No Interview)

**[INSERT DATE]**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**,

**Re:** **[INSERT POSITION NAME]**

Thank you for your application for the above position.

The standard of candidates who submitted applications was high and our decision was reached only after very careful consideration. Unfortunately, on this occasion your application was not successful as there were applicants whose skills and experience more closely met the requirements for the position.

Thank you for your interest in **[INSERT COMPANY NAME]**. We wish you every success in your future career and should a suitable vacancy arise in the future we would encourage you to apply.

Yours sincerely

**[MANAGER NAME]**

**[MANAGER TITLE]**

# Decline Letter (For those interviewed)

**[INSERT DATE]**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**,

**Re: [INSERT POSITION NAME]**

Thank you for your application and attending an interview for the above position.

The standard of candidates who submitted applications was high and our decision was reached only after very careful consideration. Unfortunately, on this occasion your application was not successful as there were applicants whose skills and experience more closely met the requirements for the position.

Thank you for your interest in **[INSERT COMPANY NAME]**. We wish you every success in your future career and should a suitable vacancy arise in the future we would encourage you to apply.

Yours sincerely

**[MANAGER NAME]**

**[MANAGER TITLE]**

# Decline Letter (If no candidates successfully shortlisted and you will be readvertising)

 **[INSERT DATE]**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**,

**Re:** **[INSERT POSITION NAME]**

Thank you for taking the time to submit an application.

After reviewing the short-listed candidates, we have determined that on this occasion your application with **[INSERT COMPANY NAME]** has not been successful. We would like to thank you for your input and interest in **[INSERT COMPANY NAME]** and we wish you every success in your future career.

Yours sincerely

**[MANAGER NAME]**

**[MANAGER TITLE]**

# Decline Letter (if there has been a delay)

**[INSERT DATE]**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**,

**Re:** **[INSERT POSITION NAME]**

Thank you for your application for the above position.

We would like to extend our apologies for the delay in advising you of the status of your application. There have a number of issues impacting the organisation’s ability to readily conclude the process.

The standard of candidates who submitted applications was high and our decision was reached only after very careful consideration. Unfortunately, on this occasion your application was not successful as there were applicants whose skills and experience more closely met the requirements for the position.

Thank you for your interest in **[INSERT COMPANY NAME].** We wish you every success in your future career and should a suitable vacancy arise in the future we would encourage you to apply.

Yours sincerely

**[MANAGER NAME]**

**[MANAGER TITLE]**

# No suitable vacancies (as a response to ad hoc CVs that may be received)

**[INSERT DATE]**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**,

Re: **[INSERT POSITION NAME]**

**Re: Current positions at [INSERT COMPANY NAME]**

Thank you for your letter and résumé which were read with interest.

Unfortunately, we do not have any vacancies at this time which suit your qualifications and skills. However, should a suitable vacancy arise in the future we would encourage you to apply.

We take this opportunity to wish you all the very best in your future endeavours.

Yours sincerely

**[MANAGER NAME]**

**[MANAGER TITLE]**