# Unsuccessful Candidate

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.

## 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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[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [NAME]

Thank you for the interest you have shown in the position we advertised recently for the role of [INSERT JOB TITLE].

Whilst your background and experience are sound, unfortunately in this instance there were other candidates who more closely matched the position specification. For that reason we are unable to proceed further at this time, however I would be happy to keep your details on our confidential file so, should a position arise that meets your aspirations and experience, we can contact you.

[DELETE IF NOT APPLICABLE] A copy of our Privacy Policy is available on our website and it governs the terms under which we keep your details. Please let me know if you do not agree to us retaining your resume.

In the meantime, if I can be of any further assistance please contact me at any time.

Yours sincerely

[MANAGERS NAME]

[MANAGERS TITLE]