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| --- | --- | --- | --- |
| Gofynner am ▪ Please ask for: |  | Eich cyf ▪ Your ref: |  |
| Llinell Uniongyrchol ▪ Direct Line: | 01267 246375 | Fy nghyf ▪ My ref: | / |
| E-Bost Uniongyrchol ▪ Direct E-Mail: | @sirgar.gov.uk | Ffacs ▪ Fax: | 01267 246134 |
| Dyddiad ▪ Date: | x |  |  |

Private & Confidential

Mr

[Address]

Dear

Re: Post Title

EITHER (A)

Further to the recent assessment of compatibility exercise for appointment to the above position, I regret to inform you that you have been unsuccessful.

OR (B)

Further to your recent interview for the above position on [date], I regret to inform you that you have been unsuccessful.

Arrangements will now be made to review what options are available to you, and a further meeting with you will be arranged to discuss these options as soon as possible.

In the meantime, you should continue to report to work in your current substantive position whilst these discussions regarding any alternative options ensue.

May I take this opportunity to thank you for your patience and support during this transitional period.

Yours sincerely,

Mae croeso i chi gysylltu gyda’r Cyngor trwy gyfrwng y Gymraeg neu’r Saesneg.

You are welcome to contact the Council through the medium of Welsh or English.