**APPENDIX G**

**UNSUCCESSFUL LETTER**

**Private & Confidential**

NAME

ADDRESS

Dear

**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 XXX, 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

Project Lead