**Pro forma letter P2**

Notification to a priority candidate of unsuccessful application for a vacancy.

Dear [employee]

**[ Vacancy details]**

Thank you for your application and interest in the above vacancy. I am writing to let you know the outcome of your application.

The department recognised that you were a priority candidate for this post and gave very careful and preferential consideration to your application. However, I regret to report that we were unable to select you because the requirements of the post did not sufficiently match your own particular expertise and experience. In particular [insert details of where the employee’s skills, abilities and/or experience did not meet the essential selection criteria of the post]

I encourage you to discuss this feedback further with your own department who will be supporting you with your redeployment, and I am sending them a copy of this letter. [Delete this last clause if the candidate has asked you not to send feedback direct to their department.]

I am sorry to have to be the bearer of this disappointing news, the more so because of the understanding we have of the importance of redeploying staff within the University . I wish you success in your continued job search.

Yours sincerely,

cc. departmental administrator of the employing department

[N.B. A signed and dated copy of this letter should be retained on file.]