**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.

As is normal practice where an application is received from university staff whose fixed-term contracts are due to expire, the department treated you as a priority candidate and gave very careful and preferential consideration to your application.

In the event I regret to report that we were unable to select you for the post, because the requirements of the post did not sufficiently match your own particular expertise and experience. In particular [insert brief 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 as they may be able to support you with further applications, 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 securing alternative employment for staff whose current fixed‑term appointments are about to expire. 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.]