|  |  |  |
| --- | --- | --- |
| [INSERT NAME OF UNSUCCESSFUL CANDIDATE]  [INSERT ADDRESS OF CANDIDATE] | **Our ref:** |  |
| **Your ref:** |  |
| **Contact:** |  |
|  |  |

Dear [INSERT NAME]

**RE:**

Thank you for your application for the [INSERT POSITION NAME AND NUMBER] with the [INSERT AGENCY NAME]. The selection process has now been completed, and unfortunately you were not the selected applicant on this occasion.

If you would like to obtain feedback about your application or the selection process, please contact [INSERT NAME OF CONTACT PERSON] on [INSERT PHONE /EMAIL].

The [INSERT NAME OF AGENCY] is required to comply with the Employment Standard when filling vacancies. The *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005* allow you to lodge a breach of standards claim if you consider the Employment Standard has been breached and you have been adversely affected by the breach. If your breach of standard claim is not resolved it will be forwarded to the Public Sector Commission. Please note the breach process considers compliance with the Standard. It is not a reassessment of your competitive merit.

Please find attached a copy of the Employment Standard and a guide to the breach claim process. Further information about lodgment of a claim can be obtained from [INSERT CONTACT PERSON/AREA FROM THE AGENCY].

If you wish to lodge a breach claim you need to:

* outline reasons why you consider the Employment Standard has been breached. (See template Breach of Standard claim form).
* explain how this breach has adversely affected you
* include copies of relevant documents you have to support your claim.

You must forward your claim to [INSERT NAME/RELEVANT BRANCH] on or before [MUST BE A MINIMUM OF FOUR DAYS AFTER THE CLAIMANT WILL RECEIVE THIS NOTICE].

Yours sincerely

[DELEGATED AUTHORITY]