PLEASE NOTE THAT THIS DOCUMENT IS INTENDED TO PROVIDE GUIDANCE FOR DIRECT PAYMENT USERS. YOU MAY WISH TO ADD TO OR EDIT THIS DOCUMENT TO MEET YOUR REQUIREMETS. THE COUNCIL DOES NOT TAKE RSESPONSBILITY FOR THIS DOCUMENT, RECRUITMENT OR EMPLOYMENT OF PERSONAL ASSISTANTS.

**Sample letter telling people they’ve not got an interview**

Your name

C/o Direct Payment Advisor / Job Centre / PO Box\*

Date:

Name of applicant:

Address of applicant:

Dear (*applicant’s name*)

**Personal Assistant position**

Further to your application for the position of Personal Assistant, I regret to inform you that you have not been selected for interview on this occasion.

Thank you for your interest and for taking the time to apply for the position.

Yours sincerely,

(Your name)

\* Use the return address you used for applications, not your own address