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 turning down an applicant**

Your Name

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

Date

Name of Interviewee

Address of Interviewee

Dear (*interviewee’s name*)

With regards to the interview held on (*date*) for the position of Personal Assistant, I regret to inform you that you have not been successful on this occasion.

(*If you are offering people feedback on why they didn’t get the job, say so here and give details as to how they can contact you*.)

Thank you for taking the time to make your application and attend the interview and I hope you find a suitable position in the near future.

Yours sincerely,

(Your name)

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