

Appendix J – Decline Letter template

Insert your organisation logo

Organisation Name
Organisation Address 1
Organisation Address 2
Organisation Suburb
City, Postcode

<date>

Recipient Name
Recipient Address 1
Recipient Address 2
Recipient Suburb
City, Postcode

Dear *Applicant name*

Application for Volunteer Role

Thank you again for applying to volunteer in our organisation.

We have now had the opportunity to consider your application. We have been fortunate in receiving a high number of quality applicants for this role. I am sorry that, on this occasion, we are unable to use or accommodate all the applications.

OR

We have finished interviewing and assessing all applicants' time availability, experience and skills for the position. I am sorry that, on this occasion, we will not be continuing with your application.

Thank you for your interest in our organisation and for the time you put into your application.

[We would like your permission to keep your application on file so that we may consider you again when there are vacancies. Please let us know if you do not agree to this.]

We wish you all the best.

Yours sincerely,

<Name>

<Title>