**Unsuccessful RRP Letter**

**Contact:**

**Ref:**

**Direct Dial:**

**Direct Fax:**

**E-mail:**

**Date**

**Private & Confidential**

Dear

**Re: Recruitment and Retention Premia Award**

I regret to inform you that your application to have a recruitment and retention premia applied to the post of [Insert Post Title], has not been successful.

Should you wish to discuss the content of this letter further, please do not hesitate to contact me by telephone on [Insert contact details].

Yours sincerely,

Care Group Director/Head of Corporate Service area