DATE

Applicant Name

Address

City, State Postal Code

RE: Recruitment for Position Title

Dear Dr./Ms./Mr. Applicant:

The search committee for the position of Title in the Department of Area/College at Washington State University has completed the initial review of candidates.

At this time, the search committee has identified other candidates whose qualifications more closely match the requirements of the position and the needs of the Department/College. Therefore, your application is no longer under active consideration.

On behalf of the search committee, I thank you for your interest in the Department of Department and wish you well in your future endeavors.

Sincerely,

Name

Chair, Search Committee

cc: Appropriate Department CC’s