

Rejection_Letter.doc 3/30/10

Sample Letter:

Letter to UNSUCCESSFUL APPLICANT- AFTER INTERVIEW

Use department/college letter head

{DATE}

{Applicant Name}

{Address}

RE: Recruitment/Interview for {position title}

Dear Mr./Ms./Dr. {Applicant}:

Thank you again for allowing us to consider your candidacy for our position in the {Department}.

After evaluating feedback from those involved in the interview process and careful deliberation about each candidate's potential contributions to the position, the search committee made its recommendations, and the Dean has chosen a finalist whom we believe is well qualified to fill this position.

On behalf of the search committee, I want to thank you for your time and wish you well in your future academic endeavors.

Sincerely,

{Name}

Chair, Search Committee

Cc: Appropriate department cc's