DATE

Applicant Name

Address

City, State Postal Code

RE: Interview for Position Title

Dear Dr./Ms./Mr. 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 telephone/videoconference interview process and careful deliberation about each candidate’s potential contributions to the position, the search committee has narrowed the candidate pool. We must inform you that your application is not among those put forward to the next round of the recruitment process.

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