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 interview process and careful deliberation about each candidate’s potential contributions to the position, the search committee made its recommendations, and a finalist has been identified.

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

Sincerely,

Name

Chair, Search Committee

cc: Appropriate department cc’s