

Rejection\_Letter.doc 3/30/2010

**Sample Letter:**

**TO UNSUCCESSFUL APPLICANT- AFTER INITIAL SCREENING**

**Use department or college letter head**

{DATE}

{Applicant Name}

{Address}

RE: Recruitment for {position title}

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

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

Although your credentials are impressive, the search committee has identified other candidates whose qualifications more closely match the requirements of the position and the needs of the Department. 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 academic endeavors.

Sincerely,

{NAME}

Chair, Search Committee

Cc: Appropriate Department CC's