

SAMPLE LETTER TO APPLICANTS WHO HAVE BEEN
ELIMINATED FROM CONSIDERATION

Date _____

Applicant's Name _____
Applicant's Address _____

Dear _____:

After careful review by the recruiting committee, we regret to inform you that you were not selected for final consideration. While you were obviously qualified, other applicants more closely fit the needs of the department.

Again, thank you for your application. Your interest in this position in the Department of _____ is appreciated and we wish you every success in gaining an appropriate appointment in your discipline.

Sincerely,

_____, Department Chair
Department of _____