

**SAMPLE LETTER TO CANDIDATES WHO WERE
INTERVIEWED BUT NOT SELECTED**

Date

Name

Address

City, State, Zip

Dear _____ :

I would like to personally express my appreciation for your interest in the tenure-track position in the Department of _____. While you clearly qualified for the position, the person selected has the combination of educational preparation, teaching experience, and scholarly interest which most closely suits our needs at the time.

We do wish you every success in gaining an appointment in your discipline.

Sincerely,

_____, Chair

Department of _____