

SAMPLE LETTER TO NON-VIABLE APPLICANTS

Dear _____:

We have reviewed your application dated _____ for the tenure-track position in the Department of _____. However, you did not meet the minimum qualifications for this specific position. As the position announcement stated, candidates must be/have _____.

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 _____