

**“Sample” Letter for departments to edit as appropriate**

REJECTION LETTER TO INTERVIEWED APPLICANTS

Dear Applicant:

Thank you for your interest in \_\_\_\_\_ position with \_\_\_\_\_ (department), and for taking the time to speak with us about your qualifications and interest in the position.

You have many skills and abilities to bring to an organization. There were a number of qualified final candidates for the position and our decision was a difficult one. We have selected another candidate whom we believe most closely matches the requirements of the position and needs of the department.

Best wishes for a successful employment search.

Sincerely,