Date

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| 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, |