-SAMPLE-
SEARCH COMMITTEE BASED REJECTION LETTER/FACULTY

Date

Dear Sir/Madam:

Thank you for applying for the position of _____ Professor in the Department of _____.

We were impressed by your qualifications and enjoyed interviewing with you. However, we have selected another candidate whose background more closely matches the requirements of the position.

Best wishes for success in your endeavors.

Sincerely,

John Smith
Search Committee Chairperson