

## Sample Closing Letters to Applicants or Interviewees

### *To applicants who were not interviewed:*

Dear XXXXX,

Thank you for your interest in the [position title] vacancy for [dept/unit]. Our department had an excellent response and we have now selected another applicant. Best wishes in your employment search.

Sincerely,

XXXXXXXXXX

Dear XXXXXXX,

I am writing to let you know that the [search, hiring process] for the [position title] vacancy at [dept/unit] has ended. Our department had an excellent response and we have now selected another applicant.

Thank you for expressing interest in this position and best wishes for your employment search.

Dear XXXXXXX,

Thank you for your application for the [position title] vacancy at [dept/unit]. Another candidate has been selected to fill this position.

I wish you well in your search for a new position.

Sincerely,

XXXXXXXXXX

Dear XXXXXXX,

The Search Committee for [position title] at [dept/unit] has completed its initial review of the candidates for this position and narrowed the selection to a short list of candidates for further consideration. This review has been unusually difficult because of the strong pool of candidates.

Although the committee did not include you on our list of candidates for further consideration, I wish to convey that your candidacy (application) was competitive. We are grateful for your time and interest in this position.

Sincerely,

XXXXXXXXXXXX

### *To applicants not entirely eliminated from consideration:*

Dear XXXXXXX,

The Search Committee at [dept/unit] was pleased by the response to the [position title] that we advertised. We had an excellent pool of applicants, making it difficult to limit the number of candidates to bring to campus for interviews.

However, we have made initial decisions and have entered the final phase of the selection process. Although the committee did not include you on its list of candidates for further consideration at this point, I wish to convey that your candidacy (application) was competitive and will be retained for possible reconsideration until the selection process is complete.

Thank you for your time and interest in our position. I will contact you again if your application comes up for reconsideration.

Sincerely,

XXXXXXXXXXXX

***To applicants who were interviewed but not selected:***

Dear XXXXXXXX,

We appreciate the interest that you have shown and the time you have spent interviewing with us about the [position title] vacancy at [dept/unit]. However, I am writing to notify you that this position has been offered to and accepted by another candidate.

It was a pleasure speaking with you and I extend my best wishes on your employment search.

Sincerely,

XXXXXXXXXXXX