

Draft Rejection Letter- Candidate Not Selected For Hire After Interviews

Date

«FirstName» «LastName»
«Address1»
«Address2»
«City», «State» «PostalCode»

Dear «Salutation» «LastName»:

Thank you for interviewing for position xxxxx with the College of xxxxx.

I regret to say that after careful consideration, you are no longer being considered for this position. The interview pool was very competitive, with all candidates, including you, presenting many strengths and talents.

I appreciate your interest in employment opportunities with Old Dominion University and wish you success in your career endeavors.

Sincerely,

Search Committee Chair