

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

**REJECTION LETTER TO INTERVIEWED CANDIDATE**  
***(Internal Candidates)***

Dear:

Thank you for your interest in the [position title] position within the [department name] department, and for taking the time to speak with us concerning your qualifications.

We received many positive responses concerning this position and our decision was a difficult one. Although we were impressed with your high level of qualifications, we have selected another candidate whose skills and experience more closely matches the requirements of the position and needs of the department.

We encourage you to continue your search for job opportunities on campus and wish you continued success at The College of New Jersey.

Sincerely,