**for candidates that were interviewed by telephone, but not selected**

**send ONLY IF you are certain that you will not consider this person further.**

[Date]

[Name of Applicant]

[Address]

[City, State, Zip]

Dear Mr./Ms./Dr. [Name]:

Thank you for the opportunity to speak with you via telephone and to get to know you and your work in more detail than your application allowed. The Department’s Appointments Committee has now narrowed the applicant pool from the many applications we received for the position to a short list of finalists. While we are very impressed with your credentials and your [experience/potential], we regret to inform you that we will not be considering you further for this position. While your qualifications are indeed impressive, our departmental needs are more closely met by other candidates in this search.

We thank you for your interest in the [sub-discipline] position and we trust that you will find a position that suits your abilities and your needs.

On behalf of the Appointments Committee, I wish you the best in all of your endeavors.

Sincerely,

[Name]

[Department Chair or Chair, Search Committee]