**for candidates that were interviewed on campus, but not selected**

**Send this letter only after the position has been accepted, in writing**

[Date]

[Name of Applicant]

[Address]

[City, State, Zip]

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

Thank you for your interest in the [title of position] position in the Department of [name of dept.], with a specialization in [sub-discipline]. We are grateful for the opportunity to have met you: in particular, it was wonderful to get acquainted with your research program [and to witness your teaching abilities/if applicable].

We had numerous applications for the position, presenting us with many highly qualified applicants. Unfortunately, we were forced to turn away some very accomplished candidates, as we narrowed our selection to the one person to whom we offered the position.

I regret to inform you that we have offered the position to another candidate and s/he has accepted. While your qualifications are indeed very impressive, our departmental needs were more closely met by another candidate in this search.

We wish you the best in all of your endeavors, and we trust that you will find a position that suits your abilities and your needs.

On behalf of the Appointments Committee, I again thank you for your visit and your interest in our position.

Sincerely,

[Name]

[Department Chair or Chair, Search Committee]