**for candidates that were not and will not be interviewed**

[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 had numerous applications for the position, presenting us with many highly qualified applicants. Unfortunately, we are forced to turn away applicants with significant accomplishments and promise, as we narrow our selection to a few finalists.

We have now selected our finalist list, and 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.

On behalf of the Appointments Committee, I thank you for your interest in our position and wish you the best in all of your professional endeavors.

Sincerely,

[Name]

[Department Chair or Chair, Search Committee]