

Date

Name

Address

City, State

Dear _____:

We wanted to notify you personally that after extensive deliberation, we have reached a decision concerning the _____ position for which you were an applicant. Your experience, skills and abilities made you a strong and viable candidate. However, we have selected another applicant who will bring even more extensive and related experience to this position.

This decision should not discourage you from applying for other positions that may become available. We appreciate having had the opportunity to consider you for this position and wish you well in your future endeavors.

Sincerely,

(on behalf of the Selection Committee)