

THIS EXAMPLE IS FOR APPLICANTS WHO WERE INTERVIEWED

Date

Address

Dear

Thank you for your time and the interest you have shown in considering a position here at The University of Southern Mississippi. We were fortunate to have been able to interview a number of people with strong backgrounds such as yours, making the selection process a difficult task.

We regret to say that we chose another applicant for the position whose background appears to best match our need at the moment. Please continue to check with Human Resources for future job openings. Please accept our best wishes for your continued career success.

OR

Thank you for interviewing for the position of _____ in the _____ Department. This process was an extremely competitive one. You were among a number of qualified candidates; however, I am sorry to say that another applicant has been selected.

Thank you for your interest in The University of Southern Mississippi and I commend you on the quality of the interview. Please continue to check with Human Resources for future job openings.

Best wishes as you seek employment.

Sincerely,

XXXXXX