

THIS EXAMPLE IS FOR APPLICANTS WHO WERE NOT CHOSEN FOR AN INTERVIEW.

Date

Mr. or Ms. Applicant
Any Street
Anytown, Mississippi 39401

Dear Applicant:

Thank you for your interest in The University of Southern Mississippi through your application for the _____ position in the _____ Department.

Your qualifications, along with those of other applicants, have been carefully reviewed. We regret to inform you that you were not selected for an interview. Please continue to check with Human Resources about future job openings.

Best wishes as you seek employment.

Sincerely,

(name)
Job Title

/xxx