

COLLEGE OF …..

118 College Drive #5002 | Hattiesburg, MS 39406-0001

Phone: 601.266.xxxx | Fax: 601.266.xxxx | e-mail@usm.edu | www.usm.edu

September 1, 2013

Candidate Name & Address:

Dear Dr. [If ABD, please use Mr. or Ms.],

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.

Sincerely,

Chair of the Search Committee

[xxxx@usm.edu](mailto:xxxx@usm.edu)

601-555-1234