

COLLEGE OF …..

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

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September 1, 2013

Candidate Name & Address:

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

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.

Please accept our best wishes for your continued career success.

Sincerely,

XXXXX

Sincerely,

Chair of the Search Committee

xxxx@usm.edu

601-555-1234

cc: