

Sample Letter: Full Time Faculty 1st Cut (NO) letter

<<date>>

<<name>>

<<address>>

<<city>>, <<state>> <<zip>>

Dear << Title and last name>>:

The Search Committee for the <<name of position and title>> at The University of Scranton has completed its review of the materials submitted by individuals expressing interest in this opportunity.

We are sorry to inform you that are not among those to be given further consideration for this position. We appreciate very much your interest in The University of Scranton, and wish you the best for success as you continue to search for a suitable position.

Sincerely,

<<Chair of Search Committee>>