

SAMPLE LETTER TO INTERVIEWED APPLICANTS NOT OFFERED POSITION

Dear _____,

Those of us who had the opportunity to meet with you during your recent visit very much appreciate your interest in the position of _____ at Winthrop University. Unfortunately, we must inform you that you have not been selected for the position.

On behalf of the search committee, I thank you for your application for the position and wish you the best for the future.

Sincerely,

(Chair of Search)