

SAMPLES OF NON-SELECTION LETTERS

Sample 1: Internal Applicants

Applicant Name
Applicant Address

Dear Applicant:

I want to let you know how much I appreciated the opportunity to *discuss with you/review your application* for the _____ position in the *Office/Dept.* We had several excellent candidates for the position and the final decision was a difficult one. While we will not be offering you the position in our department, you exhibited a sense of professionalism and interest that is to be commended.

Please visit *AppState Jobs* at www.jobs.appstate.edu to search our job vacancies and apply for further positions.

Thank you again for your interest in Appalachian State University.

Best wishes in your future career endeavors.

Sincerely,

[Supervisor Name]
[Supervisor Title]

Sample 2: Internal and External Applicants

Applicant Name
Applicant Address

Dear Applicant:

We are pleased to have the opportunity to *interview you/review your application* for the position of _____. We had many strong applicants and are delighted you considered this position as a desirable career opportunity.

In the selection process, we evaluated the relative knowledge, skills, and abilities of all applicants in an effort to choose the individual whose overall qualifications best matched the requirements of the position in question.

The position has been offered to another candidate. We wish to thank you for the time you spent on the *interview/application*. We appreciate your interest in the *department* and Appalachian State University. My best wishes for your continued success.

Please visit *AppState Jobs* at www.jobs.appstate.edu to search our job vacancies and apply for further positions.

Thank you again for your interest in Appalachian State University.

Sincerely,

[Supervisor Name]

[Supervisor Title]

Sample 4 (Suspended Search):

Date

Applicant Name

Applicant Address

Dear Applicant:

Thank you for submitting your applicant for the *title* position in the *department*.

We have chosen, at this time, to suspend the search for this position and my reopen the search at a later date. Please visit *AppState Jobs* at www.jobs.appstate.edu to search our job vacancies and apply for further positions.

Thank you again for your interest in Appalachian State University.

Again, I appreciate your interest in our position. My best wishes for your future success.

Sincerely,

[Supervisor Name]

[Supervisor Title]