

Date

Applicant
Address
Address

Dear ***,

Thank you for taking the time to meet with me regarding the **** position. We were fortunate that our search yielded some very high quality applicants with outstanding experience. I was highly impressed with your skills and accomplishments which made the decision quite difficult. In the final analysis, I selected a candidate who more closely met the needs of the department.

Thank you for your interest in this opportunity and the thought you have given to the needs of UNE. I truly wish you the best of luck in your future career pursuits.

Sincerely,

This kind of letter can be sent in an email or letter depending upon how far the applicant moved in the selection process. You can certainly change out the final sentence of the first paragraph with the wording below if they just weren't the right candidate but the search continues.

At this time, we are going to concentrate our search on the candidates who more closely meet the needs of the department.