

Notice of Non-Appointment to Position

Date:

To:

Position Applied For:

Department:

Dear ,

We appreciate your application for the position of in the department. After careful consideration, we regret to inform you that you have not been selected for appointment to the position at this time.

We thank you for your interest and encourage you to apply for future opportunities that match your qualifications and experience. We recognize your efforts and wish you success in your career.

If you have any questions regarding this decision, please feel free to contact our office.

Sincerely,