*\*\*Send through TAM*

*Non-selection general – for those in “Applied” or “Screen” status*

Thank you for your interest in the [Name] position at the University of Wisconsin-Green Bay and for taking the time to complete the application process.

We were fortunate to receive a number of qualified candidates for this position. The interview process has been completed and we regret to inform you that another candidate has been selected.

Again, thank you for your interest in employment with the University of Wisconsin-Green Bay.  I encourage you to monitor future employment opportunities on our website <https://www.uwgb.edu/jobs/positon-listing/>.

<Insert Signature>

\*\*Sent through TAM

*Non-selection interviewed e-mail – for those in “Considered for Interview” status*

On behalf of the interview committee, I would like to thank you for taking the time to interview for the [Name] position at the University of Wisconsin-Green Bay.

We were very pleased at the response we received and the interest shown in the position by all of the candidates.  Although a difficult decision, a candidate has been offered the position and has accepted it.  As a result, we have closed the search process.

Again, thank you for taking the time to apply for this position and for the interest expressed in employment with the University of Wisconsin-Green Bay.  I encourage you to monitor future employment opportunities on our website <https://www.uwgb.edu/jobs/positon-listing/>.

<Insert Signature>