May 22, 2017

[*Name*]

[*Address*]

[*City, State, Zip Code*]

Dear [*Name*],

Thank you for your application for the [*name position*] at the University of Wisconsin-Green Bay.

The hiring decision was difficult due to the quality of the individuals who applied for the position. The candidate selected has accepted the position, and so it is with regret that I inform you that you were not selected for the position.

Thank you for your interest in becoming a part of the University. I encourage you to visit the University’s website at <https://www.uwgb.edu/human-resources/employment/career-opportunities/> for future employment opportunities.

Best wishes for continued success in your career.

Sincerely,

[*Name of Chair of Search and Screen Committee*]

Chair, Search and Screen Chair