May 22, 2017

[*Name]*

[*Address*]

[*City, State, Zip Code*]

Dear [*Name*],

The applications received for the [*name position*] have been reviewed by the search and screen committee. The members of the committee were pleased with the qualifications of the applicants. The task of screening the original list of applicants to identify those who are most highly qualified has been difficult.

We regret to inform you that you are no longer being considered for this position.

We appreciate your interest in employment at the University of Wisconsin-Green Bay. I encourage you to visit the University’s website at <https://www.uwgb.edu/human-resources/employment/career-opportunities/> for future employment opportunities.

Sincerely,

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

Chair, Search and Screen Chair