

SAMPLE LETTER OF NON-SELECTED, NON –INTERVIEWED CANDIDATES

Date:

Dear (Applicant name):

Thank you for applying and interviewing for the position of (position title).

The university has now selected the person we feel best meets the qualifications for this position. The decision was a difficult one, as there were many well-qualified individuals who applied.

Although you were not selected for this position, we wish you success and encourage you to check the University of Houston web site (<http://jobs.uh.edu>) for a listing of current employment opportunities.

We appreciate your interest in employment at the University of Houston and wish you success in your career choices.

Sincerely,

Hiring Manager