

SAMPLE LETTER OF NON-SELECTED, NON –INTERVIEWED CANDIDATES

Date:

Dear (Applicant name):

Thank you very much for your interest in the position of _____ in the Department of _____ at the University of Houston. The search process has been completed and a decision has been made to offer the position to another well-qualified candidate. Due to the large number of applicants, the decision was a difficult one.

I encourage you to explore other employment opportunities at the University of Houston as they become available. Detailed information on current vacancies can be found on our Web site: <https://jobs.uh.edu>

We truly appreciate your interest in employment with our university and wish you the best in your future career endeavors.

Sincerely,

Hiring Manager