

SAMPLE LETTER OF NON-SELECTED, NON –INTERVIEWED CANDIDATES

Date:

Dear (Applicant name):

The search committee has completed the applicant screening process for the position of _____ in the Department of _____ at the University of Houston. We regret to inform you that you were not among those individuals selected for further consideration.

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