

Sample Letter: Final Cut (NO) Letter

<<date>>

<<name>>

<<address>>

<<city>>, <<state>> <<zip>>

Dear << Title and last name>>:

The Search Committee has completed its selection process for the <<name of position and title>> at The University of Scranton. Please be advised that another candidate has been chosen for this position.

We appreciate very much your interest in The University of Scranton. The committee thanks you for your participation in our process and offers its best wishes to you for your academic future and wishes you success in your search for an appointment.

Sincerely,

<<Chair of Search Committee>>