

Samples of Non-Selection Letters

SAMPLE 1

Applicant Name
Applicant Address

Dear Applicant:

I wanted to let you know how much I appreciated the opportunity to meet with you and review your application for the _____ position in our office. We had several excellent candidates for the position and the final decision was a difficult one. While we will not be offering you the position in our department at this time, I encourage you to apply for other (positions/seek promotions) within the University system. You exhibited a sense of professionalism and interest in UNC General Administration, which is to be commended.

If I can be of further assistance to your career aspirations, please do not hesitate to call me.

Best wishes in your future endeavors.

Sincerely,

SAMPLE 2

Applicant Name
Applicant Address

Dear Applicant:

I have received the application you submitted for the _____ position within the department.

I wanted to let you know how much (I/we) appreciated the opportunity to review your application. While I will no longer be considering you for this position, I encourage you to continue to apply for other positions within the UNC General Administration.

Best wishes for your future career endeavors.

Sincerely,