

**DRAFT REJECTION LETTER: CANDIDATE FAILED TO
MEET ONE OR MORE OF THE MINIMUM
QUALIFICATIONS**

Date

Applicant Name
Street Address
City, State, Zip

Dear (Applicant Name):

Thank you for your interest in our recently advertised position. In light of your professional background and the requirements of this position, we cannot offer you an interview at this time.

Again, we appreciate your interest in Old Dominion University and wish you every success.

Sincerely,