

Draft Rejection Letter- Candidate Not Selected For An Interview Based on Comparative Ranking of Qualifications

Date

«FirstName» «LastName»
«Address1»
«Address2»
«City», «State» «PostalCode»

Dear «Salutation» «LastName»:

Thank you for your interest in our recently advertised position xxxxx with the College of xxxxx.

I regret to say that after careful consideration, we cannot offer you an interview at this time. The candidate pool was very competitive, with all candidates, including you, presenting many strengths and talents.

I appreciate your interest in employment opportunities with Old Dominion University and wish you success in your career endeavors.

Sincerely,

Search Committee Chair