

Sample Letters

Suggested samples of notification letters for candidates not selected for position.

Sample one

Date

Dear _____,

Thank you very much for your interest in the position of _____ in the Department of _____ at Virginia Commonwealth University. The search process has been completed and a decision has been made to offer the position to another well qualified candidate. Due to the large number of applicants, the decision was a difficult one.

I encourage you to explore other employment opportunities at Virginia Commonwealth University as they become available. Detailed information on current vacancies can be found on our Web site: <http://www.pubinfo.vcu.edu/facjobs>.

We truly appreciate your interest in employment with our university and wish you the best in your future career endeavors.

Sincerely,

Sample two

Date

Dear _____,

The search committee has completed the applicant screening process for the position of _____ in the Department of _____ at Virginia Commonwealth University. 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 Virginia Commonwealth University as they become available. Detailed information on current vacancies can be found on our Web site: <http://www.pubinfo.vcu.edu/facjobs>.

We truly appreciate your interest in employment with our university and wish you the best in your future career endeavors.

Sincerely,



www.vcu.edu/eeoaa

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