



SAMPLE POST-INTERVIEW REJECTION LETTER

Department, Office or Program
Division or Section (if applicable)

September 1, 2008

Mr. John Smith
Any Organization
1234 Any Street
Anytown, USA 12345

Dear John:

Interviews for the open teaching position in the <school/department> of <list school/dept> at Wake Forest University have been completed for all qualified candidates and we regret to inform you that the position has been offered to and accepted by another candidate.

Thank you for your interest in Wake Forest University and best wishes in your future endeavors.

Sincerely,

<name of committee chair>
<School/Department of <insert dept>