

SAMPLE LETTER THANKING A CANDIDATE FOR AN INTERVIEW

Date

Name

Address 1

Address 2

City, Province Postal Code

Dear _____:

I am writing on behalf of the Call Committee of (your congregation) to thank you for your recent interview with us. It was a pleasure for us to have some time to get to know you.

If you have any additional questions of us, please feel free to contact me directly.

(You will find enclosed a cheque to reimburse your expenses surrounding the interview.)

We will do our best to keep you informed of the progress we are making in our call process.

Yours in Christ,

(Your name)

Chair, Call Committee

(Your congregation)

cc: The Rev. _____, Assistant to the Bishop