

\* Georgia Tech Department Letterhead \*

Scholar's Name

Scholar's Institution

Address

City, State, Zip/Country

Date

Dear Scholar's Name:

We appreciate the time you took expressing interest in pursuing (insert: employment, research, whatever term applies) opportunities with the NAME OF GT DEPARTMENT at the Georgia Institute of Technology. While your (insert: accomplishments, research, etc.) experience is impressive, we do not have a suitable position available at this time.

On behalf of the Georgia Institute of Technology, thank you again for your interest. We wish you the best in your (insert: career search, research, entrepreneurial) activities.

Regards,

Name & Title of Georgia Tech Faculty Contact