

SAMPLE LETTER OF REJECTION FOLLOWING INTERVIEW

Date

Name

Address

City, State, Zip Code

Dear Mr./Ms. _____:

Thank you very much for taking the time out of your busy schedule to meet with the Search Committee for the position of _____ at LaGuardia Community College/CUNY.

The Committee was fortunate to have several well-qualified applicants from whom to select. After considerable deliberation and careful review of all candidates experience and education, we selected candidates whose experience provided a closer match to the needs of the position.

We sincerely appreciate your interest in becoming associated with our institution. We regret that this response cannot be more favorable, and we wish you well in your search for a rewarding career opportunity.

Sincerely,

Chair, Search Committee