

[Your Name]
[Street Address]
[City, ST ZIP Code]

October 18, 2011

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

Thank you for interviewing for the "**[Position Title]**" position with the "**[Department Name]**" at the College of William and Mary. The interview was very competitive, with all applicants, including yourself, presenting many strengths and talents.

After careful consideration another candidate has been selected whose skills and experience closely match the needs of the position. Thank you for your interest and good luck with you search.

Sincerely,

[Your Name]
[Title]