

SAMPLE LETTER TO APPLICANTS NOT SELECTED FOR FURTHER REVIEW

Dear _____,

Thank you for your application for the position of _____ at Winthrop University.

While we were impressed with your credentials, we wish to inform you that you are not among the group which the search committee is still considering.

On behalf of the search committee, I thank you for your application for this position and wish you the best for the future.

Sincerely,

(Chair of Search)