

Date.....

Address.....

Dear.....

This is to provide you with information concerning our search for the \_\_\_\_\_ position announced earlier.

The search committee received a number of applications for the position, and after extensive considerations, one candidate has been recommended to the University administration for appointment to the position, and that recommendation has been approved. The position has been accepted by that candidate.

Because several unique abilities and skills are required for the position, the appointment of another candidate should not be viewed as a negative evaluation of your qualifications. Notification of this sort is never easy and during my career there have been times when I have either received or sent similar news. Neither role is a pleasant experience.

You have my sincere best wishes in securing the position that best utilizes your unique talents and abilities. Thank you for your interest in The University of Texas at Tyler and for your willingness to be considered for our position.

Sincerely,