

Sample Letter: Full Time Faculty 1st Cut (NO) letter

<<date>>

<<name>>

<<address>>

<<city>>, <<state>> <<zip>>

Dear << Title and last name>>:

The Search Committee for the <<name of position and title>> at The University of Georgia has completed its review of the <<name of position and title>> applications submitted by individuals expressing interest in this opportunity.

We are sorry to inform you that you are not among those to be given further consideration and your name will not be included in the <<name of position and title>> position.

Sincerely,

<<Chair of Search Committee>>