

Sample Letter: Chair of Search Committee

<<date>>

<<name>>

<<address>>

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

Dear << Title and last name>>:

The Search Committee has completed its selection process for the << name of position and title>> at The University of Georgia. Please be advised that another candidate has been chosen for this position.

We appreciate your search, your interest in The University of Georgia, and your contribution to the search process.

Sincerely,

<<Chair of Search Committee>>