

Date

<<Job Seeker's Name>>

<<Address>>

<<City>> <<State>> <<Zip Code>>

Dear <<Job Seeker's Name>>:

I am sorry to inform you that you have not been selected to the next time faculty position in the <<department>>. Please be advised that your credentials will be maintained in the pool and will be considered should another opportunity in the area in which you expressed interest arise within the year.

Sincerely,

<<Department Chair>>

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