**SAMPLE 1**

Applicants Name

Applicants Address

Dear (Applicant’s Name)

Thank you for your interest in the (Title of Search) at St. Cloud State University.  Our search committee has given careful consideration to your candidacy following your (phone/campus) interview.  At this time however, we regret to inform you that you have not been selected to move forward in the process.

We wish you the best and thank you again for your interest in the positon.

Sincerely,

(Your Name)

Search Committee Chair

**SAMPLE 2**

Applicants Name

Applicants Address

Dear (Applicant’s Name)

Thank you for your interest in the (Title of Search) at St. Cloud State University.  Our search committee has given careful consideration to your application.  At this time however, we regret to inform you that you have not been selected to move forward in the process.

We wish you the best and thank you again for your interest in the positon.

Sincerely,

(Your Name)

Search Committee Chair