**Sample Position Filled Letters**

**[Department Letterhead]**

**[Name]**

**[Address]**

**[City, State, Zip]**

**[Date]**

Dear **[Name]**:

Thank you for applying for the **[Title]** position in the **[Department]** at New Mexico State University. Due to the outstanding quality of all the applicants, our decision was very difficult; however, we have selected another individual who best fits our needs.

Thank you for your time and interest. We wish you good fortune in your future employment endeavors.

Sincerely,

**[Name]**

**[Title]**

**[Department Letterhead]**

**[Name]**

**[Address]**

**[City, State, Zip]**

**[Date]**

Dear **[Name]**:

Thank you for your recent interview for the **[Title]** position in the **[Department]** at New Mexico State University. The caliber of candidates was highly competitive and a decision was made to extend an offer to another candidate.

It was a pleasure to meet you, and we would like to take this opportunity to wish you success with all your employment endeavors.

Sincerely,

(signed by Department Head/Administrator/Division Dean)

**[Name]**

**[Title]**

[Note: Send the letter to candidates interviewed within 15 days of receiving an acceptance.]