**Sample Posting Closed Letter**

**[Department Letterhead]**

**[Date]**

**[Name]**

**[Address]**

**[City, State, Zip]**

Dear **[Name]:**

Thank you for your application and interest in the position of **[Title]** under job positing # **[Requisition Number]** in **[Department].** Unfortunately, the position announcement has been cancelled and we do not anticipate that it will reopen at this time.

Please keep us in mind for future employment opportunities as they become available. Thank you again for considering New Mexico State University as a potential employer.

Sincerely,

**[Name]**

**[Title]**