SAMPLE DESELECT LETTER FOR FINALISTS INTERVIEWED

Date

Name

Address

City, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your recent interview for the position of at New Mexico State

University for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, req#\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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)

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