**{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. We have had the opportunity to review your resume and regret to inform you that we have chosen to pursue other candidates whose skills, background, and education more closely match our needs.

Again, we appreciate your interest in New Mexico State University. We wish you the best of luck in your job search.

Sincerely,