



SAMPLE PRE-INTERVIEW REJECTION LETTER

Department, Office or Program
Division or Section (if applicable)

September 1, 2008

Mr. John Smith
Any Organization
1234 Any Street
Anytown, USA 12345

Dear John:

The review of candidates for the open teaching position in the <School/department> of <list school/dept> at Wake Forest University has concluded. We regret to inform you that you are no longer being considered for this position. Thank you for your interest in Wake Forest University and best wishes in your future endeavors.

Sincerely,

<name of committee chair>
<School/Department of <insert dept>