

(Date)

(Name and address of Unsuccessful Applicant)

Dear (Name of Unsuccessful Applicant):

Thank you for applying for the position of (Title of Position) in the Department of (Name of Department). The committee was extremely impressed with the caliber of the applicants thus making the decision a difficult one. Unfortunately, the committee has chosen another applicant to fill the position.

However, please do not allow this decision to discourage you from applying for future openings at McNeese State University.

Again, thank you for your application.

Sincerely,

(Name of Chair)

Search Committee Chair