

Sample Letter: Full Time Faculty 1st Cut (NO) letter

<<date>>

<<name>>

<<address>>

<<city>>, <<state>> <<zip>>

Dear << Title and last name>>:

The Search Committee for the <<name of position and title>> at The University of Georgia has completed its review of the applications submitted by individuals expressing interest in this opportunity.

We are sorry to inform you that you are not among those to be given further consideration and your name will not be included on the list of candidates for this position.

Sincerely,

<<Chair of Search Committee>>