

SAMPLE NON-SELECTION LETTER

Date:

Name

Address

Dear (Interviewed Applicant's Name)

Thank you for your interest in employment with Virginia Commonwealth University and the Department of _____. We appreciated the opportunity to review your materials and to interview you for the position of _____. It was a difficult decision, but we have selected another individual whose qualifications match our needs at this time.

If you wish to pursue other employment opportunities at Virginia Commonwealth University, please visit the Human Resource Division website at www.hr.vcu.edu for a list of current vacancies. We would welcome your applying for any future openings that may occur again in this area.

Best wishes in your job search.

Sincerely,

Personnel Administrator or Hiring Manager