***Letter or email to use if the applicant was interviewed (phone or in-person).***

Date

Name

Address

Address

Dear Name:

Thank you for meeting/talking with me/us regarding the ­­­\_\_\_ position with the department of\_\_\_\_\_\_\_. I/We enjoyed having the opportunity to meet you and discuss your credentials.

While I was/we were impressed with your background, I/we have identified another candidate for this position.

Thank you again for your interest in CRWU School of Medicine, department of \_\_\_\_\_\_. I/we wish you much success in your job search

Sincerely,

Hiring Manager Name

Title