***Letter or email to use if the applicant was not interviewed (phone or in-person).***

Date

Name

Address

Address

Dear Name:

Thank you for your recent application for the \_\_\_\_\_\_\_\_\_ position with the department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I appreciate the opportunity to review your background; however, another applicant has been selected for this position.

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

Sincerely,

Hiring Manager Name

Title