

Date

Willie Wildcat
123 Wildcat Ave.
Manhattan, KS 66506

Dear Willie:

Thank you for applying for the **(position title)**, (requisition #), with **(department name)** at Kansas State University and the time you spent preparing materials for our review. After careful consideration of your information and those of other candidates, our search committee narrowed the selection to those whose qualifications were deemed to most closely match our needs.

Although you were not selected to interview for this position, your interest in employment with **(department name)** at Kansas State University is greatly appreciated, and we wish you success in your career endeavors.

Sincerely,

(department administrator)
(department name)