

[DATE]

[NAME]

[ADDRESS]

Dear [APPLICANT]

Thank you for applying for the [position] in [department name]. We appreciate your desire to join the Kansas State University Staff.

I am writing to inform you that we have closed this search and no applicants are being further considered for this position. On behalf of the [insert: search Committee or hiring department or authority]**,** I wish to thank you for your interest in the position and for your time and effort in applying.

Please continue to consider Kansas State University as a future employer as we continue to strive to become a top 50 research university by 2025. We encourage you to continue monitoring our website at [www.k-state.edu/employment/](file:///C%3A%5CUsers%5Cmkklein%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C9DYP5XI8%5Cwww.k-state.edu%5Cemployment%5C) for other employment opportunities.

Again, thank you for your interest in Kansas State University and best wishes for success in your job search.

Sincerely,

[NAME]

Chair, Search Committee