

[DATE]

[NAME]

[ADDRESS]

DEAR [APPLICANT]

I am writing to let you know the interview process for the [vacant position] within [department] that you applied for has been delayed. We anticipate interviews soon.

Please feel free to contact me at [phone and email address of hiring manager] if you have not heard from us by [anticipated date].

Again, thank you for your interest in joining Kansas State University, a team that strives to become a top 50 research university by 2025.

Sincerely,

[NAME]

Chair, Search Committee