

[DATE]

[ADDRESS]

Dear [APPLICANT]

Thank you for your application for the position of [VACANT POSITION]. We appreciate your desire to join Kansas State University. Your qualifications have been carefully reviewed. We have decided to pursue other applicants at this time.

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 the Kansas State University 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]