

THE UNIVERSITY OF CHICAGO
[YOUR DEPARTMENT]
[YOUR SECTION]
[YOUR STREET ADDRESS]
[CITY, STATE, ZIP CODE]

[date]

[full name]
[address]
[city, state, zip code]

Dear [*applicant name*]:

The search for the [*position*] in the [*department name*] produced a number of excellent applicants including you, which made the department's choice a difficult one. Although you have many skills and abilities to bring to an organization, I am sorry to advise you that the department has elected not to move on to the next step in the process with you for this position.

We do encourage you to continue to view current openings through UChicago Jobs at:
<https://jobopportunities.uchicago.edu/>.

Thank you for giving the [*department name*] an opportunity to speak with you, and we wish you success in your future endeavors.

Sincerely,

[*sender information*]

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.