

THE UNIVERSITY OF CHICAGO
HUMAN RESOURCES MANAGEMENT
EMPLOYMENT SERVICES

970 EAST 58TH STREET, ROOM 320
CHICAGO • ILLINOIS 60637

Date

<<full name>>

<<address>>

RE:

Dear <<full name>>,

Thank you for expressing interest in the _____ position with the _____ (department/office) at the University of Chicago. We have decided to cancel this position for the time being.

We appreciate your interest in furthering your career at the University of Chicago. Please continue to visit our website at <http://hr.uchicago.edu/employment/jobs/> for a listing of all open positions. Best wishes in your career search.

If you have any questions, please feel free to call (773) 702-8900.

Thank you,

Sara Saathoff
Manager, Employment Services
Human Resources Management
University of Chicago

Phone: 773-702-8900

E-mail: employment@uchicago.edu

Website: <http://jobs.uchicago.edu/>

