

THE UNIVERSITY OF CHICAGO
HUMAN RESOURCES MANAGEMENT
EMPLOYMENT SERVICES

Date

RE: <<Name of Position>> and Requisition Number <<_____>>

Dear <<full name>>,

Thank you for expressing interest in the <<Name of position>> position with the <<Department Name>> department at the University of Chicago. We have been fortunate to receive many responses for our open position. We wanted to inform you however, that we have selected another candidate whose credentials and experience more closely match the position's requirements.

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

Thank you,

Human Resources Management
University of Chicago

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

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