**SAMPLE LETTERS**

This is suggested language that should be personalized as appropriate for the search.

**General Acknowledgement**

**Letter sent to all applicants to acknowledge receipt of their application materials**

Dear (Dr./Ms./Mr.)

We are delighted that you are interested in the position within the (department name) department. We are now evaluating application materials to determine which applicants will be invited for interviews.

We anticipate interviewing applicants in late February. If selected, this office will contact you directly to facilitate a mutually convenient time to meet with the search committee.

Please complete the online Affirmative Action Response Card by clicking on the link below:

<https://form.jotform.com/33223653362954>

Thank you again for your application.

**Letter to a candidate who will not be granted an interview**

Dear (Dr. /Ms. /Mr.)

The search committee has reviewed your application for the position of (position title) in the (department name) department at Southern Connecticut State University. After due consideration of your credentials, we have identified other candidates whose experience and qualifications more closely match the requirements listed in the job advertisement.

The committee would like to thank you for taking the time to apply and submit your application for the position of (position title).

Best wishes for continued future success.

**Letter to confirm a scheduled interview with a finalist**

Dear (Dr. /Mr. /Ms.):

This letter is to confirm your scheduled interview for the position of (position title) at Southern Connecticut State University.

The interview is scheduled for (day, date) at (time) in (building and room number). Directions and parking instructions are enclosed.

We look forward to meeting with you. In the meantime, if you have any questions, please feel free to call (Contact person) at (phone number).

**Letter to a candidate who was phone interviewed but**

**will not be invited to campus**

Dear (Dr./Ms./Mr.)

On behalf of the search committee, we appreciate having had the opportunity to speak with you about your qualifications for the position of (POSITION TITLE).  We regret to inform you that you were not selected for a campus interview.  Narrowing down the candidate pool is never an easy task, and it was made even more difficult by the caliber of the candidates.

We enjoyed the opportunity to talk with you. We appreciate your patience with the search process.  Again, thank you for your interest in Southern Connecticut State University.

**Letter to a candidate who was interviewed but will not be hired**

**(after being informed by telephone)**

Dear (Dr./Ms./Mr.)

It was a pleasure meeting with you on (date) regarding the (position title) position here at Southern Connecticut State University.

We regret to inform you that we have chosen another candidate who more closely meets the requirements we are looking for in our department.

We thank you for your interest in the position and we wish you the very best in all your professional endeavors.