Sample Rejection Letter

Dear Dr. ----:

We have received your application for the -------- position at The College of New Jersey. Thank you for taking time to apply to this position. We have received an incredible amount of CV’s, all demonstrating amazing potential to be successful teacher/scholars at The College of New Jersey. Your material was carefully reviewed and given appropriate consideration for the position to which you were applying and your background.

Although we were impressed with your high level of accomplishments, we have chosen to identify those finalists whose credentials more closely match the requirements of the position and the needs of the -----Department.

We applaud your accomplishments and wish you much success in your future endeavors.

Again, thank you for your interest in The College of New Jersey.