

DATE

Name
Address
City, State, Zip

Dear [Applicant's name]:

Thank you for giving us the opportunity to consider your application for the [faculty or administrative] position. I regret to inform you that we have chosen another candidate whose qualifications more closely match our immediate employment needs.

On behalf of the Search and Screen Committee, I appreciate your interest in the University of Wisconsin-Milwaukee, and wish you well in your future [academic or career] endeavors.

Sincerely,

[Search and Screen Committee Chair's name], [title] and Chair,
Search and Screen Committee