

SAMPLE REJECTION LETTER

(Letterhead)

Date

Applicant's Name

Applicant's Address

City, State, Zip

Dear Mr./Ms. *Applicant*:

Thank you for the interest that you have shown for the *Department Name* by taking time out of your busy schedule to apply for our *Position Name* position.

At this time, we have selected a candidate whose abilities and experience more closely match the particular needs of this position.

We encourage you to continue to apply for positions that become available in our department as well as any other positions at LSU. Thank you again for your interest.

Kindest regards,

Representative Name

Department