\*Sample Rejection Letter\*

Date

John/ Jane Doe

Address

Dear Dr. Doe,

Thank you for applying for the position of **insert position title here**. We appreciate your interest in the Heller School for Social Policy and Management and Brandeis University.

As you can imagine, there are many considerations that must be weighed in selecting candidates and each person presents a variety of talent, skills and knowledge. Your background and qualifications were carefully reviewed with consideration for the needs of the position and the Heller School. The search committee was impressed with your background and experience, and with your commitment to **insert relevant wording here**. However, based on our appraisal of the needs of the Heller School, the search committee has decided to invite other applicants for campus interviews. After careful review, we felt that these applicants’ background and experience were more closely aligned with our needs and the responsibilities of this position.

While we are unable to invite you to interview for the position, we sincerely hope that you would again consider Brandeis University if another suitable opportunity should arise.

Please accept our best wishes for the continued success of your career.

Sincerely,

**Chair Name, title**

Search Committee Chairperson