



UNIVERSITY OF NOTRE DAME

OFFICE OF HUMAN RESOURCES

Sample Job Filled Letter (Candidates Interviewed)

« **Date** »

« **Name** »

« **Address** »

« **City, State, Zip** »

**Job Filled Letters
should include the following:**

- ① Position Title
- ② Department
- ③ Reference to Previous Interview
- ④ HR Web Site

Dear « **Candidate Name** »:

Thank you for your interest in the position of « **Position Title** ① », « **Department** ② ».

We interviewed a number of excellent candidates for this position. While we were impressed with your qualifications we have, however, chosen another individual whose qualifications more closely meet the current needs of our department.

We appreciate your time spent interviewing ③ with us and encourage you to apply for future positions at the University for which you are qualified. The University Employment web site can be accessed by visiting www.nd.edu/~hr/jobs.htm. ④ Again, thank you for your interest in working at the University of Notre Dame. I wish you the very best in pursuit of your career goals.

Sincerely,

« **Signature** »

« **Title** »