

Sample letter: No letter for Part-Time Faculty Position

Date

<<Job Seeker's Name>>

<<Address>>

<<City>>, <<State>>, <<Zip Code>>

Dear <<Job Seeker's Title and Name>>:

I am sorry to inform you that you have not been selected to the part-time faculty position in the <<department>>. Please be advised that your credentials will be maintained in the pool and will be considered should another opportunity in the area in which you expressed interest arise within the year.

In the meantime, we at The University of Scranton wish you well in your career.

Sincerely,

<<Department Chair>>