

UNIVERSITY of HOUSTON | CAREER SERVICES

[Date]

Greetings [Name of applicant],

Thank you for taking the time to apply/interview for the [position]. We truly appreciate your effort and interest in our department. We have now completed the review process for our office.

After careful review, we felt that other applicants were better suited for the [position] role. At this time, we are declining to move forward with your application.

We wish you the best of luck in your job search.

Sincerely,

[Department Name]