

**Sample Faculty Search Applicant Rejection Letter** – Edit as needed for your search communication.

Dear “**First Name**”,

Thank you for submitting your application to be considered for the “**Position title**” position in “**Name of Dept.**” at Michigan Technological University. We received a large number of applications from outstanding candidates. Applicant materials have all been reviewed and a select number of applicants were chosen for a “**Type of Interview**” interview.

We appreciate your interest in Michigan Tech. We hope to hire again and would encourage you to submit your application materials. Thank you for the time that you have invested into the process and offer you all the best in your future endeavors.

If you have any questions regarding this position posting, please feel free to contact Human Resources at 906- 487-2280.

Best Regards,  
“**Name of search committee**” Search Committee members