SAMPLE TURN DOWN LETTER

APPLICANT NOT INTERVIEWED

{DATE}

{NAME}

{ADDRESS}

{CITY, STATE, ZIP}

Dear {NAME}:

Thank you for applying for the {POSITION TITLE} with {DEPARTMENT/SCHOOL}.

A great deal of thought and consideration went into reviewing the qualifications of all who applied. After careful review of the impressive resumes we received, a small group of individuals was selected for the interview process. Subsequently, we selected another candidate for the position.

We sincerely appreciate your interest in our position and encourage you to continue to review our website, <https://careers.columbia.edu/>, for other positions of interest.

We wish you success in your career endeavors.

Sincerely,

{HIRING MANAGER}

{TITLE}