

SCHOOL DISTRICT LETTERHEAD

Letter of Screening Out – Not Selected for Interviews

July 00, _____

Ms. Mary Smith
22 Forrest Drive
Dryden, New York 11111

Dear Ms. Smith:

Thank you for applying for the position of science teacher in the Fredonia Central School District.

I regret to inform you that you have not been selected for an interview. Your application will remain on file for one year for further review if another science vacancy should occur.

I wish you the best of luck with your future career goals.

Very truly yours,

Elementary School Principal