

SCHOOL DISTRICT LETTERHEAD

Letter of Non-Selection – Interviewee Not Selected for the Position

July 00, _____

Mr. John Jones
7 Nothing Place
Fredonia, New York 14063

Dear Mr. Jones:

Thank you for interviewing for the position of mathematics teacher in the Fredonia Central School District. You were one of several fine candidates interviewed.

The hiring team has decided to recommend Mary Smith of Hamburg, New York to fill the position.

Your application will remain on file for one year for further review if another mathematics vacancy should occur.

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

Sincerely,

Secondary Schools Principal