

**Sample Letter For Turndown Of Applicants
Who Have Been Interviewed**

Dear _____,

Thank you for interviewing for the position of _____ in the department of _____.

After careful consideration of all the candidates, we have offered the position to the candidate who seems most appropriate for the position.

To find out about other University of Vermont job opportunities, visit our website at www.uvmjobs.com (updated daily) or call our Telephone Hotline at 656-2248 (updated Tuesdays and Fridays). Do not hesitate to contact Human Resource Services at 656-3150 with questions regarding University employment.

Thank you for your interest in the University of Vermont, and I wish you success in your search for a suitable position.

**Sample Letter For Turndown Of Applicants
Who Have Not Been Interviewed**

Thank you for your interest in the position of _____ in the department of _____.

We have completed our review of the applications and are in the process of interviewing the candidates who seem most appropriate for the position. Unfortunately, we cannot meet personally with all of the fine candidates, and we regret that you were not among the final group selected for an interview. If we should be unsuccessful in filling the position during the initial process, your application will again be considered.

To find out about other University of Vermont job opportunities, visit our website at www.uvmjobs.com (updated daily) or call our Telephone Hotline at 656-2248 (updated Tuesdays and Fridays). Do not hesitate to contact Human Resource Services at 656-3150 with questions regarding University employment.

Thank you for your interest in the University of Vermont, and I wish you success in your search for a suitable position.

Sample Letter for Turndown of Internal Applicants

Internal applicants should be sent a letter that recognizes their status as a current UVM employee. The text of the standard turndown letter would appear very impersonal and perhaps insulting to someone who already works at the University.

Dear _____ :

Thank you for your interest in the position of _____ in the department of _____.

We have completed our review of the applications, paying special attention to candidates with UVM experience, and are in the process of interviewing those applicants who seem most appropriate for the position. Unfortunately, we cannot meet personally with all of the fine candidates, and we regret that you were not among the final group selected for an interview. If we should be unsuccessful in filling the position during the initial process, your application will again be considered.

I wish you success in the future whether you are seeking work within UVM or elsewhere in the community. Feel free to contact Human Resource Services at 656-3150, for information regarding application for internal transfer at the University of Vermont. Job vacancies are updated every day and can be found on the UVM Job Site: www.uvmjobs.com.