

Polite Business Rejection Letter

NAME

ADDRESS

CITY, STATE, ZIP

Dear (Name):

Thank you for your interest in the position of (title) in the (Department) at the University of Wisconsin-Superior. (Because your application was received after the deadline, I regret to inform you that it is not among those being evaluated for the position.) OR (I regret to inform you that we are no longer accepting applications.) If the position is announced again in the future, I would encourage you to reapply at that time.

We appreciate your interest in UW-Superior and wish you well in your professional and career development.

Sincerely,

(Name), Chair

(Position) Search and Screen Committee