



UNIVERSITY
HUMAN RESOURCES

EMPLOYMENT & COMPENSATION

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College Park, MD 20742
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Date

Name

Address

City, State and Zip Code

Dear _____:

Thank you for interviewing for the position of (Title).

Although we found your background and qualifications impressive, we have selected another candidate whose background and work experience more closely matches the needs of our office.

It was a pleasure meeting you and I wish you the very best in your future endeavors.

Sincerely,

Name

Search Committee Chairperson or Hiring Official