**(For Alumni and Internal Candidates)**

We have received your application for\_\_\_\_\_\_\_\_\_\_\_\_\_\_position with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (department), and appreciate you taking the time to express your interest.

Although we are impressed with your background and experience, we have decided to pursue other applicants whom we believe more closely match the requirements for the position and needs of the department.

As an (alumnus) (current employee) of the University, we are particularly appreciative of your interest in this position and wish you well as you pursue other job opportunities within the University System.