Dear Dr. _____:

Thank you for your interest in the _____ position with Northern Arizona University. We appreciate the time you spent interviewing with our department and your interest in becoming part of our faculty.

Although you have many of the skills we believe are important to be successful in this position, we have identified another candidate whose skills and experience are a better match with our current needs.

We encourage you to remain informed of employment opportunities with Northern Arizona University and to apply for any that are a good match with your interests and career goals. Again, thank you for your time. We wish you well in all of your future endeavors.

Sincerely,

[Department Chair, Search Committee Chair,
or other faculty member requesting assistance.]