

SCHOOL DISTRICT LETTERHEAD

Letter of Non-Selection – Interviewee Not Selected for the Position

July 00, ____

Mr. John Jones
7 Nothing Place
Queen City, MO 63561

Dear Mr. Jones:

Thank you for interviewing for the position of mathematics teacher in the Schuyler R-1 School District. You were one of several fine candidates interviewed.

The hiring team has decided to recommend Mary Smith of Lancaster, Missouri to fill the position.

Your application will remain on file for one year for further review if another mathematics vacancy should occur.

I wish you the best of luck with your future career goals.

Sincerely,

Principal