

Date

Dear:

Thank you for your application for the position of _____ in the Department/Division of _____. We regret that our search did not result in a sufficient or satisfactory pool of candidates. Therefore, the search has been declared a “failed search.” Please realize however, that the college may, at its discretion, reopen the search with the same or re-defined job qualifications and you may reapply at that time if you so desire.

Sincerely,

Search Committee Chairperson