# SAMPLE REJECTION LETTER

On behalf of the Contract Lecturer Appointments Committee (CLAC), I would like to thank you for your interest in teaching opportunities in the *School/Department* of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We received a number of responses to this posting and, after much discussion and deliberation, the CLAC has decided to recommend *another candidate/other candidates* for this appointment.

We truly appreciate your interest in *(School/Department)* and wish you all the best in the future.

Yours truly,