

SAMPLE LETTER TO APPLICANT NOT SELECTED FOR POSITION

March 8, 2005

Ms. Jane Smith
2233 Elm Parkway
Baton Rouge, Louisiana 70888

Dear Ms. Smith:

In enjoyed talking with you recently concerning the vacant (list title) position. We had many good applicants and have now selected the one we believe will best fit the needs of this position.

Thank you for your time and interest in employment with the LSU AgCenter.

Sincerely,

Mary Miller
Unit Head