**Contacting Candidates Not Chosen for Hire – Position Closed, No Candidate Chosen**

If a position is being closed without being filled, the next step is for you to notify all candidates who were interviewed on-campus of the search outcome. Applicants who were not interviewed on-campus will be notified by Human Resources.

To assist you in these contacts, we’ve provided a template for you to use at your discretion as an email boilerplate or modified to serve as a phone script.

<DATE>

Dear <candidate’s first & last name>,

We hope this letter finds you well.  We thank you for interviewing at the University of Puget Sound on <date of interview> for the <position title> position.

Unfortunately, we have decided to put a hold on filling this position at this time. I know this news is likely disappointing, and we want you to know that this decision was not a reflection of your qualifications or potential fit within our institution.

We appreciate your interest in the position and the time and effort you put into the application and interview process. We wish you all the best in your future endeavors and encourage you to keep an eye on our university website for future opportunities.

Sincerely,

 <Your first and last name>

<Your title>

University of Puget Sound