***Letter Sample for Candidates that are not selected***

***Insert your location’s appropriate letterhead or use as the body of an email invite***

Date

Dear

Thank you for applying and interviewing for the position of \_\_\_\_\_\_

Although we were impressed with your background and experience, we have decided that another candidate’s qualifications more closely meet the needs of the Newark Board of Education.

We wish you every success in your future endeavors.

Sincerely,