***[Month X]***, 2013

***[First and Last Name]***

***[Address]***

***[City, State, Zip]***

Dear ***[First Name]***:

Thank you for your interest in employment in ***[Department/Unit Name]*** at Texas State University. The applicant pool of the position for which you applied and tested was extremely well qualified and, while you were a competitive candidate, you will no longer be in consideration for the position.

Thank you again for your interest in ***[Department/Unit Name]*** at Texas State University. We wish you the very best in your future employment endeavors.

Sincerely,

***[Hiring Manager Name]***

***[Hiring Manager Title]***