

(Insert letterhead which includes physical address, email address, main phone #)

Date

Dear (Insert Candidate's Name),

Thank you for your interest in the position of (Insert Exam/Position title) with (Insert Agency or Jurisdiction name). We write to inform you that we have selected another candidate for the position.

Your name will remain on the eligible list and you will be considered for future openings in this title.

Sincerely,

(Insert Appointing Authority's name)