**Rejection Template for Interviewed, but Not Selected Candidates**

Dear [insert candidate name],

Thank you for your interest in the [insert title of position] position at Adelphi University. We appreciate the opportunity to review your resume and to get to know you and your qualifications better through the interview process.

Unfortunately, because we had such a large and highly qualified group of applicants, we've had to make some difficult decisions and we regret that we are unable to offer you a position at this time.

We thank you again for your interest, for the time it took to consider Adelphi as a potential employer and we wish you well in your future endeavors.

Sincerely,

[insert name]