

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Sample Letter
Second Notification of Status

Confidential

Dear

The committee responsible for conducting the review of candidates for the position of has completed its review and has recommended to the Provost the persons whom we believed should be interviewed. We had a very strong pool, which made the final selection of candidates for interviews very challenging.

Unfortunately, you were not one of the persons whom the committee has recommended to the Provost. On behalf of the committee, I want to express my appreciation for your willingness to allow us to consider you for the position and for your interest in the College of I wish you the best in your future career.

Sincerely,
Chair, Search Committee