***[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 interviewed was extremely well qualified and, while you were a competitive candidate, we have decided to extend an employment offer to another applicant whose qualifications and experience best match our needs at this time.

Thank you again for interviewing with us. We wish you the very best in your future employment endeavors.

Sincerely,

***[Hiring Manager Name]***

***[Hiring Manager Title]***