

CONFIDENTIAL

Date

Name

Address

Dear:

It was a great pleasure to meet you during your recent visit to the University of New Mexico and your interview for the position of _____ in the Department of _____.

After an intensive and difficult review of a number of highly qualified semifinalists such as you, the Department has extended an offer to _____ and gained the acceptance of Dr. _____. We had a number of qualified applicants, and I would like to congratulate you once again for being one of the finalists. The search committee and program faculty were greatly impressed by your credentials.

My colleagues and I sincerely appreciate your interest in the University of New Mexico, which you have demonstrated through your candidacy for this position. We extend our best wishes for a successful and rewarding career.

Sincerely,

Chairperson, Search Committee