September 23rd, 2019

NAME OF THE CANDIDATE

CANDIDATE’S EMAIL

Dear FIRST NAME:

Thank you for your interest in the Cooperative Institute for Research in Environmental Science and for the time and effort that you invested in our application and interview process.

At this point, we regret to inform you that we have decided to pursue another candidate and that you are no longer being considered for the position of CIRES/ YOUR UNIT /NAME OF POSITION/

We enjoyed learning about your research and we are confident that you will have a positive impact in your area of research. We would like to wish you well in your professional endeavors and invite you to continue to monitor our CIRES career site for other positions that may become available.

Sincerely,

YOUR NAME

YOUR TITLE CIRES Research Scientist

YOUR DEPARTMENT