



## Sample Consolation Notification Letter

Dear Mr./Ms. [Applicant's name],

Thank you for your interest in the [name of] position at [name of school]. We deeply appreciate you taking time to apply for the position. However, after reviewing your application materials, the search committee has decided not to move forward with your application.

Though you meet the minimum qualifications for the position, the selection process was highly competitive. We have decided to move forward with candidates whose qualifications better meet our identified priorities at this time.

We want to thank you again for your interest in joining our administrative team, and we wish you the best of success in your future career endeavors.

Sincerely,

### Tips for Writing Rejection Notification Letters

- Notify them as soon as a decision has been made that they will not be moving forward in the search process — phone call first followed by a letter. It is becoming acceptable to send rejection notices via email. It speeds up the notification process and does not leave candidates hanging. However, districts should always follow up with a hard copy notification.
- Make sure the letter is short but maintains a professional and polite tone. Include a short explanation as to why they are not moving forward in the search process.
- Be as clear and kind as possible and limit negative feedback or criticism.
- For the initial rounds of screening, three paragraphs are a good rule of thumb. In the first paragraph, thank them for their interest in the position and let them know they have not been selected to move forward in the search. In the second paragraph, include a short comment about the candidate's strengths and a brief reason why they were not selected. If the district might consider them for a different job in the future, include an encouraging sentence indicating this. In the third paragraph, thank them again and wish them well in their future endeavors.
- Provide a more detailed explanation for final candidates. Align non-selection comments to the identified priorities of the search.