

Dear [name],

Thank you for giving us the opportunity to consider your application for the [Position] here at Bates College. We regret to inform you that the position has been filled.

On behalf of the search committee and the entire department, thank you for your interest in Bates College and for allowing us to consider you as a candidate. We wish you the very best in your future endeavors.

Sincerely,

Chair, [academic unit] Search Committee