Date

Name
Address Line 1
Address Line 2

Dear XXXX:

Thank you for interviewing for the position of XXXX with George Mason University Office/Department of XXXXX. A number of highly qualified individuals were interviewed for this position.

Although your background and experience are impressive, I regret to inform you that the position was filled by another candidate whose qualifications more closely matched the duties of the position.

Thank you for your time and effort. We appreciate your interest in working for George Mason University and encourage you to apply for future openings.

Please visit us online at https://jobs.gmu.edu.

Sincerely,

Hiring Manager/Search Committee Chair
Department or Unit Name

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