

Name  
Address  
City, State Zip

Dear

On behalf of the Selection Committee, I would like to thank you for taking time to complete our selection process for the position of \_\_\_\_\_. We enjoyed the chance to meet and become acquainted with you. You and the rest of the candidates have impressive qualifications. However, we have now selected a candidate whose background and qualifications more closely match our position requirements. Your application will be kept on file for six months for further possible openings.

Again, thank you for your time and interest in \_\_\_\_\_ parish and we wish you success in your career endeavors.

Sincerely,