

**Non-selection
External Candidate**

(Date)

Ms. Jane Doe
230 University Drive
Orlando, FL 32816

Dear Ms. Doe:

Thank you for your interest in the position of Program Assistant at the University of Central Florida. The University was extremely fortunate to receive responses from a number of well qualified candidates. After much deliberation, another candidate has been selected.

We appreciate your interest in employment at the University of Central Florida and encourage you to continue to apply for positions. Please visit our Online Employment System website at <http://www.jobswithucf.com> for a current list of vacant positions.

Sincerely,

John Smith
Title
Department Name