

**Non-selection
Internal Candidate**

(Date)

Ms. Jane Doe
230 University Drive
Orlando, FL 32816

Dear Ms. Doe:

Thank you for allowing us to consider you for the Program Assistant position in Human Resources. We were fortunate to receive responses from a number of well qualified candidates. After much deliberation, another candidate has been selected.

We appreciate your interest in promotional opportunities at the University, and encourage you to continue to apply for positions. Please visit the Staff Online Employment System website at <http://www.jobswithucf.com> for a listing of future vacant positions.

Sincerely,

John Smith
Title
Department Name