<<DATE>>

<<CANDIDATE NAME>>

Dear <<CANDIDATE NAME>>,

Thank you very much for taking the time to interview with us for the <<POSITION TITLE>>. We appreciate your interest in Kenosha Unified and the job. I am writing to let you know that we have selected another candidate at this time.

Thank you for taking the time to interview with us and I wish you the best of luck in your future endeavors

Sincerely,