

[Date]

[Applicant's first and last name]

[Applicant's address]

[Applicant's city, state, and zip code]

Dear **[first name of applicant]**:

Thank you for **[your interest or interviewing]** for the position of **[name of position]** in our office.

With regard to this position, we have selected another individual whose experience more closely matches the requirements of the position.

Once again, your interest in the University of California San Francisco is greatly appreciated. We wish you much success in your career endeavors.

Sincerely,

[Manager's name]

[Manager's title]