SAMPLE REJECT LETTER

**PACIFIC LUTHERAN UNIVERSITY**

**RESIDENTIAL LIFE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HALL**

(Date)

Dear (applicant),

Thank you for applying for a student worker position in\_\_\_\_\_\_\_\_\_\_\_ Hall. Unfortunately, we are unable to hire you as a permanent worker. There were a large number of applicants whose time commitments and experience were compatible with \_\_\_\_\_\_ Hall’s work needs, schedule, and budget restraints.

We wish you the best of luck if you choose to apply for another job on or off campus this fall. The Student Employment Office located on the in Ramstad Commons on the ground floor of Ramstad Hall has many jobs posted for students. This may provide a few new insights into your options.

Thanks again for applying for the position. Please feel free to contact us concerning any questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ Hall Resident Director

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