April 21, 2019[INSIDE ADDRESS]Dear [NAME]Thank you for your interest in joining the Purdue University Fort Wayne Department of Communication. We were fortunate to have received so many excellent applications for our rhetorical communication position. This made the selection process highly competitive and difficult. We have, however, hired someone we believe to be a good fit for our department given our present needs.We appreciate the significant investment of time and effort your application represents and we wish you every success in your career.Sincerely,Name

Title

Chair, Search and Screen Committee