

**Los Angeles Community College District  
Personnel Commission**

**Sample Letter – Candidate Not Selected**

**Sample Letter**

Dear Mr. Juan:

I would like to thank you for participating in the interview process to fill our vacant position of SFP-Program Technician. We enjoyed having the opportunity to meet you and discuss your qualifications for this position.

We were very pleased with the caliber of candidates we interviewed. While the decision was not an easy one, we have made the decision to offer the position to another candidate.

Thank you again for your interest in employment with Los Angeles Trade-Technical College. I wish you success in your future career endeavors.

Sincerely,

Dr. John Downs, Vice President  
Los Angeles Trade-Technical College