

**PERSONAL AND CONFIDENTIAL**

Date

Dr. First (&) Last Name  
Address

Dear Dr. X:

Thank you very much for indicating your interest in the position of \_\_\_\_\_ at the University of British Columbia and for sending along your CV. You clearly have had a distinguished career, but we have decided not to proceed with your application at the present time.

Thank you for your interest.

Yours sincerely,

Name  
Title