**

*Date*

*Candidate Name*

*Candidate Address*

Dear *(Ms. /Mr. Name)*

Thank you for submitting your application for consideration of the {Position Title} at Northern Illinois University (NIU). At this time we are writing to inform you that the position has been filled.

NIU continues to be a vibrant research institution that values talented individuals who have a desire to influence the future direction and growth of the University. We appreciate your interest in contributing to the University’s success and encourage you to consider the current career opportunities located at [http://jobs.niu.edu](http://jobs.niu.edu/JobDetail.cfm?Job=55143)

On behalf of myself and the search committee, we wish you much success in your future endeavors. Once again, thank you for considering Northern Illinois University as a potential employer.

Sincerely,

*Name*

*Title, Department*