(School's Letterhead)

Date	
Individual's Name Address City, State Zip	
Dear (Name),	
I am writing this letter to inform you that the position which you interviewed has been filled.	on for
Jordan School District appreciates your interest and your willingness to for this position.	interview
We extend best wishes to you in your future endeavors.	
Sincerely,	
Pincipal's Name Title School	