

(Sample) Letter to Send if You Are Unable to Reach Applicant by Phone

Dear _____

Date _____

Your name was referred to our office for the position of _____

located in _____.

We were unable to contact you by telephone to determine your interest and set up an interview. If you are still interested in being considered for this position, please contact the Selecting Official at:

Phone: _____

E-mail: _____

Fax: _____

Or, return this letter with your day phone number to set up an interview by _____.

(give 7 mail-days - including Saturday/Excluding Sundays and Holidays).

If we do not hear from you by this date, you will be considered as a declination and no further consideration will be given to your application.

Applicants: Daytime phone _____

E-mail _____