[On Department’s Letterhead]

[Date]

[Candidate’s Name & Address]

Dear \_\_\_\_\_\_\_\_\_,

Thank you for the time you spent talking with us about our open position and for your interest in the Wharton School at University of Pennsylvania. After a thoughtful process and review, we have extended an offer to another candidate. We encourage you to continue to review the University's postings located at https://jobs.hr.upenn.edu/

. Our postings are updated daily.

Again, on behalf of the department and the administration at the University of Pennsylvania, thank you for your interest.

Regards,

[Your Name]

[Your Title]