

Letter to Candidate Dismissed After Interview

This is a template that can be used to release a candidate that is no longer in consideration following one or more interviews. Feel free to cut, paste, or edit accordingly.

Dear (insert candidate's name):

The Pastoral Search Committee of (insert church name) sincerely appreciates your time, effort, and interest in the position of senior pastor.

While we were impressed by (insert a comment of some of the things the committee especially appreciated in this candidate; e.g., your heart and desire for our community and church), we have identified another candidate whose background and experience better matched our profile and the needs of our church (or: we have decided to pursue other candidates).

We pray for the Lord's direction in your life and ministry.

Sincerely,

(Insert name here)

Chair, Pastoral Search Committee

(Insert church name)