

*Month Day, Year*

CERTIFIED MAIL

*Applicant's Name*

*Address*

*City, State Zip*

Re: *Job Title, Number*

Dear *Applicant's Name*:

As an applicant who is verified as a veteran with the State of Kansas, this letter is to inform you that you were not selected for the above referenced position. After consideration of all of the information available to us, it was determined that another candidate was better qualified and could more competently perform the duties of the position.

Thank you for your interest in seeking employment with the State of Kansas. If you have any questions, please contact *Agency Recruiter* at *email address* or (XXX) XXX-XXXX.

Sincerely,

*Agency Recruiter*