

(Date)

(Name)

(Address)

(Address)

Dear :

Thank you for your interest in the *(position)* with the *(department and/or unit name)* located at the Arizona State University, *(campus location)*.

We regret to inform you that, due to budgetary constrains, this position will not be filled at this time. If this situation changes, we will open recruitment for this position and advertise at that time.

If you are interested in pursuing other employment opportunities with Arizona State University, please see our web site at <http://www.asu.edu/hr/jobs> or call our job line at

(602) 965-JOBS (5627).

Again, thank you for your interest in employment with Arizona State University.

Sincerely,

(Your name)

(Your title)