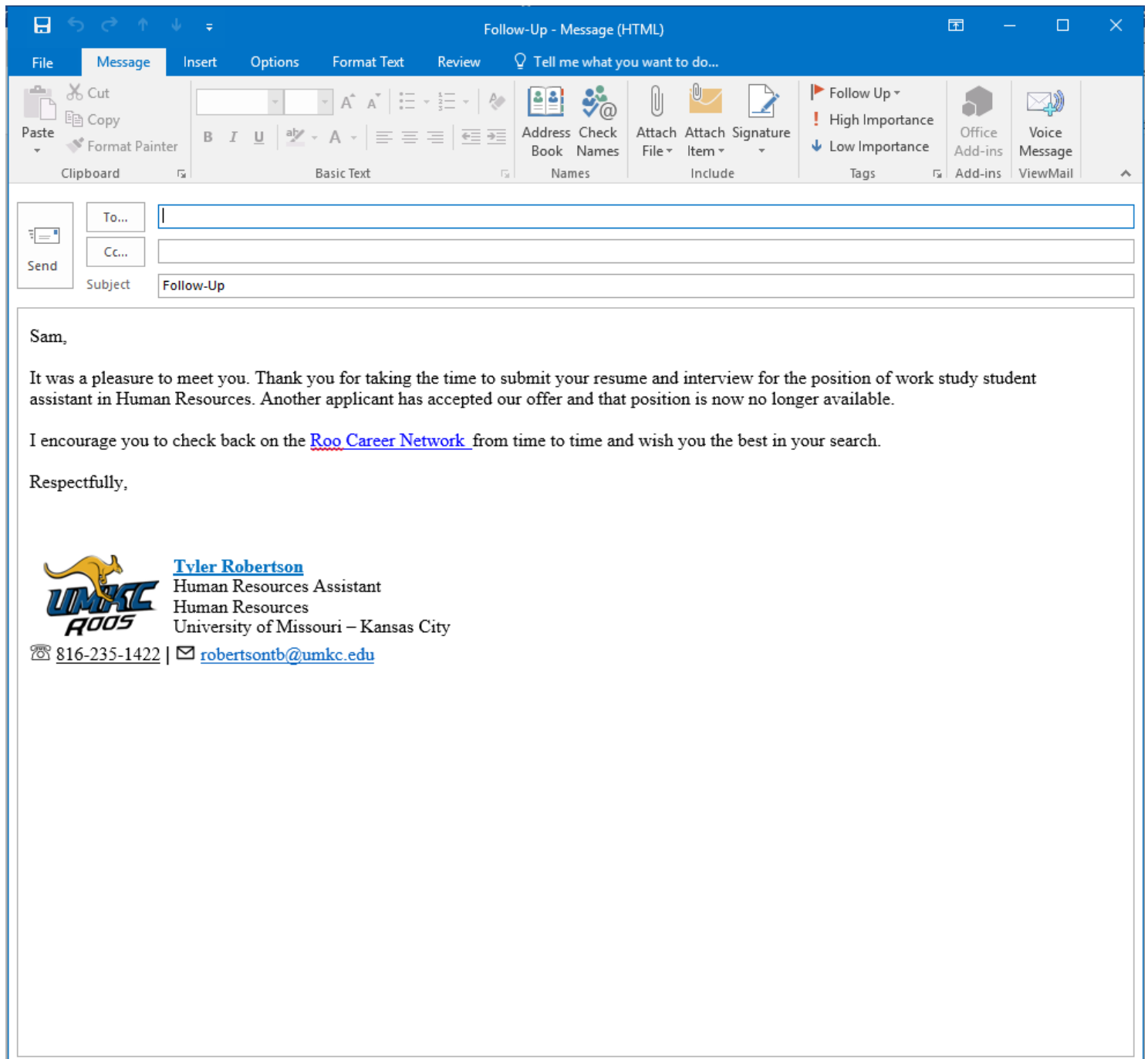


Sample Rejection Email to Student Employee Candidate

Please remove Work-Study language if hiring a student who does not have Financial Work-Study



Follow-Up - Message (HTML)

File Message Insert Options Format Text Review Tell me what you want to do...

Paste Copy Format Painter Clipboard Basic Text Names Include Tags Add-ins ViewMail

To...
Cc...
Subject Follow-Up


Send

Sam,

It was a pleasure to meet you. Thank you for taking the time to submit your resume and interview for the position of work study student assistant in Human Resources. Another applicant has accepted our offer and that position is now no longer available.

I encourage you to check back on the [Roo Career Network](#) from time to time and wish you the best in your search.

Respectfully,

 **Tyler Robertson**
Human Resources Assistant
Human Resources
University of Missouri – Kansas City
816-235-1422 | robertsontb@umkc.edu