

SAMPLE LETTERS FOR SEARCH COMMITTEE

Date

Name

Address

City, State, Zip

Dear _____,

We would like to take this opportunity to thank you for expressing an interest in the position of _____ with the _____ Parish in the Diocese of Lafayette-in-Indiana.

We assure you that your inquiry for employment has been received and is carefully being reviewed. Should we find that your education, work experience and career goals parallel the requirements of our current opening; we will contact you within the next two weeks. Your resume/application will remain active for ninety (90) days.

Once again, thank you for your interest in this position and the time you took to respond to the _____ Parish.

Sincerely,

Name

Pastor / Search Committee Chair

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Date

Name

Address

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Dear Candidate,

I am pleased to extend an offer of employment to you for the position of _____ for _____ Parish in the Diocese of Lafayette-in-Indiana. I am confident that you will be an asset to our parish. As with all of our employees, your employment is at-will.

The position is available to you on _____ or before, based on your availability and the annual salary is \$ _____.

Please acknowledge your acceptance of this position by signing this letter and returning it to me by _____. A second letter is enclosed for your personal records. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

Position Accepted by,

Name

Pastor

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Dear _____,

Thank you for your interest in the position of _____ for _____ Parish in the Diocese of Lafayette-in-Indiana. We appreciate your desire to contribute your talents to our staff.

I wish to advise you that another applicant with qualifications more clearly related to the position has accepted our offer of employment. Your application will remain on file with us for ninety (90) days.

Once again, please accept my thanks and I wish you every success in obtaining your desired objective.

Sincerely,

Name

Pastor / Search Committee Chair