April 1, 2019

Dr. John Doe

199 Current Drive

Carrollton, GA 30117

Dear Dr. Doe,

We have received your application for the position of Assistant Professor in the Department of \_\_\_\_\_\_\_\_\_\_\_. We would like to thank you for your interest in the position and our university. We will begin reviewing applications immediately and will continue until the position is filled.

Please take time to complete the enclosed Affirmative Action Data Sheet and return it in the enclosed envelope to UWG Human Resources. This information will not be a part of your application file.

If you have further questions, or if we can be of any assistance to you, please do not hesitate to call me. My contact information is below. Thank you again for your interest in the University of West Georgia

Sincerely,

Departmental Assistant, \_\_\_\_\_\_\_\_\_\_

University of West Georgia

Email address

Phone contact