

***This language is not mandated, but rather sample options that programs may adjust to meet their local needs.***

### **WAITLIST TEMPLATE**

Dear Applicant,

Thank you for your interest in the [Program Name] Family Medicine Residency Program. We appreciate your application and want to let you know that you have been placed on our interview waitlist. We received a record number of highly qualified applications this year. While we are unable to offer you an interview at this time, we will contact you if an interview spot becomes available. We anticipate continuing interviews through [DATE].

Please let us know if you do not wish to remain on the waitlist.

Thank you again for your interest in our program, and we wish you the best during this application season.

Sincerely,

### **REJECTION TEMPLATE**

Dear Applicant,

Thank you for your application to the [Program Name] Family Medicine Residency Program. We regret that we are unable to offer you an interview. Please understand that our Resident Selection Committee carefully evaluates all applications; each year, our most difficult decision is having to turn down many well-qualified applicants. We appreciate your interest in our program and wish you well in your future medical career.

Sincerely,

### **INCOMPLETE APPLICATIONS**

Dear Applicant,

Thank you for your interest in the [Program Name] Family Medicine Residency Program. We appreciate your application and want to let you know that your application is currently incomplete. Because we received a record number of highly qualified applications this year, we are unable to consider incomplete applications for interview offers or placement on our interview waitlist. If you plan to complete your application [can include the missing items], please do so by [DATE] and let us know when complete. After that date, we will assume you are no longer interested in being considered for an interview this season.

Thank you again for your interest in our program, and we wish you the best during this application season.

Sincerely,