

TU Berlin | Straße des 17. Juni 135 | D 10623 Berlin

Mr./Ms. Smith  
Any Street 11  
12345 Any City

Faculty | Humanities  
Department of Philosophy and the  
History of Literature, Science and  
Technology

Literary Studies with Focus on  
Literature and Science

Position  
**Professor Dr.Eng. John Smith**

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D 10623 Berlin

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j.smith@example.tu-berlin.de

Berlin, 1 Month 2017

Vacancy reference number **xxx-xxx**

Person to contact  
Jane Doe

Dear Mr./Ms. ...,

Telephone +49 (0)30 314-12345  
Telefax +49 (0)30 314-12345  
j.doe@example.tu-berlin.de

*[In the case of a rejection without job interview / structured selection procedure:]*  
Thank you very much for your application concerning the vacancy advertised under the above-mentioned reference number. We regret to inform you that the decision to fill the position has been made in favor of another applicant.

Our reference:  
| WB1

*[In the case of a rejection with job interview / structured selection procedure:]*  
Thank you very much for your application and your participation in the job interview or structured selection procedure at TU Berlin.

We regret to inform you that the decision to fill the position has been made in favor of another applicant.

*[For all:]*  
Your application documents will be available for collection in Room **xx** for six weeks following the completion of the procedure, that is, until **xx Month** 2016. At the end of this period, your application documents will be destroyed.

**We wish you all the best for your personal and professional future.**

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