



## Regrets letter to Interviewees Not Selected for Hire

Dear:

On behalf of our search committee, I want to thank you for taking the time to visit with us regarding our assistant professor position. As I indicated during our phone conversation, our committee has selected a candidate whose teaching and research interests are most closely aligned with our department's future direction.

I know I speak for the entire committee when I say that we were impressed with your ideas, research agenda, and commitment to teaching. You have a promising academic career ahead of you.

If I can be of assistance to you in the future, please do not hesitate to contact me.

**OR**

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Please exercise caution in sending rejection letter to any bona fide candidate who may be considered further as an alternate.

Dear:

It was a great pleasure to meet you during your recent visit to the University of New Mexico and your interview for the position of \_\_\_\_\_ in the Department of \_\_\_\_\_.

After an intensive and difficult review of a number of highly qualified semifinalists such as you, the Department has extended an offer to \_\_\_\_\_ and gained the acceptance of Dr. \_\_\_\_\_. We had a number of qualified applicants, and I would like to congratulate you once again for being one of the finalists. The search committee and program faculty were greatly impressed by your credentials.

My colleagues and I sincerely appreciate your interest in the University of Virginia, which you have demonstrated through your candidacy for this position. We extend our best wishes for a successful and rewarding career.

Sincerely,

Chairperson, Search Committee