



Regrets Letter to Non-Interviewees

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

Dear:

Thank you again for applying for the position of _____ in the University of Virginia's Department of _____. We had approximately _____ applications for the position, including many unusually well-qualified individuals. It was difficult to reduce the pool to one that included those individuals we felt most nearly met or exceeded the qualifications and responsibilities of the position. Only a small number of candidates were retained on the list of finalists for the position.

While your application was not selected for the final round of consideration, my colleagues and I greatly appreciate the interest you showed in The University of Virginia by virtue of your candidacy. I want to congratulate you for your past accomplishments and to thank you sincerely for allowing us the opportunity to evaluate your credentials.

I wish you the best for a continued successful career.

Sincerely,

Chairperson, Search Committee