

*Use Academic Unit Letterhead*

## **Letter of Regret: Candidates**

*Send to candidates whose credentials were eliminated from consideration after Screen Two or Three.*

***Date***

***Candidate  
Address***

***Dear \_\_\_\_\_:***

I am writing with regard to your application for the position of *[rank/title if applicable]* in the *[Academic Unit]* at Bowling Green State University. The Search Committee has completed its review of the submitted credentials and I regret to inform you that your application was not included in the final round of consideration for the position.

Selecting the finalists from the overall field was not an easy task. After careful review of the submitted credentials, ## individuals were invited for campus interviews and we will be making an announcement within the coming weeks regarding the appointment of a new faculty member.

On behalf of the *[Academic Unit]*, I'd like to express our appreciation to you for considering Bowling Green and wish you well in your future endeavors.

Sincerely,

***Academic Unit Chair/Director***