

*Use Academic Unit Letterhead*

### **Letter of Regret: Finalists**

*Before official announcement of selected finalist's appointment, send to finalists who interviewed on campus.*

***Date***

***Finalist***

***Address***

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

The Search Committee has completed its review of the finalists for the position of *[rank/title if applicable]* in the *[Academic Unit]* at Bowling Green State University and I am sorry to report that we will not be offering you the position. We enjoyed meeting with you during your visit to the campus and would like to convey our sincere appreciation to you for considering Bowling Green.

On behalf of the *[Academic Unit]*, I am extending our thanks and very best wishes.

Sincerely,

***Academic Unit Chair/Director***