



NOTE: All regret letters if not submitted via email to candidates, should be printed on letterhead of the hiring department

REGRET LETTER - APPLICANT **NOT** SELECTED FOR INTERVIEW

Dear **<insert applicant name>**:

Thank you for applying for the advertised position of **<insert title of position>** in the **<insert department>** at North Carolina Agricultural and Technical State University. We appreciated the opportunity to review your credentials and interest. We have narrowed our search to a smaller number of applicants. Although we have made the decision not to proceed further with your application, we wish you well in your professional endeavors.

Sincerely,

<Name of search committee chair/hiring manager>
<Signature of search committee chair/hiring manager>
<Hiring department>

REGRET LETTER - APPLICANT **NOT** SELECTED AFTER PHONE INTERVIEW

Dear **<insert applicant name>**:

The search committee would like to thank you for your interest in the position of **<insert title of position>** at North Carolina Agricultural and Technical State University. We were pleased to have the opportunity to speak with you during our **<insert phone or SKYPE>** interview and to review your qualifications. While your background and qualifications are strong, there are other candidates who more closely align with our needs at the present time.

Thank you for allowing us to consider you for this position. We wish you continued success in your career pursuits.

Sincerely,

<Name of search committee chair/hiring manager>
<Signature of search committee chair/hiring manager>
<Hiring department>

REGRET LETTER - APPLICANT NOT SELECTED AFTER IN PERSON INTERVIEW

Dear **<insert applicant name>**:

The search committee enjoyed meeting you during your visit to our campus to interview for the position of **<insert title of position>**.

We have had a difficult challenge choosing a final candidate from among the outstanding finalists, of which you were one. You were highly competitive and very well received. In the end, we selected another candidate who has accepted our offer. Although we regret that we are not able to offer you a position at this time, we encourage you to apply for future positions of interest to you at North Carolina Agricultural and Technical State University.

Thank you for allowing us to consider you for this position. We wish you continued success in your career pursuits

Sincerely,

**<Name of search committee chair/hiring manager>
<Signature of search committee chair/hiring manager>
<Hiring department>**

Dear **<insert applicant name>**:

The search committee enjoyed meeting you during your visit to our campus to interview for the position of **<insert title of position>**.

We have had a difficult challenge choosing a final candidate from among the outstanding finalists, of which you were one. You were highly competitive and very well received. In the end, we selected another candidate who has accepted our offer. Although we regret that we are not able to offer you a position at this time, we encourage you to apply for future positions of interest to you at North Carolina Agricultural and Technical State University.

We appreciate your contributions to North Carolina A&T. As other positions become available, we hope that you will continue to pursue further professional opportunities at the University.

Sincerely,

**<Name of search committee chair/hiring manager>
<Signature of search committee chair/hiring manager>
<Hiring department>**

Dear **<insert applicant name>**:

Thank you for meeting with us to discuss the position of **<insert title of position>** in the **<insert department>** of North Carolina Agricultural and Technical State University.

I/we found your background and skills to be impressive. However, after careful evaluation of all factors, I/we have selected another candidate whose qualifications are more suitable to the requirements of the position and the university.

To remain informed of job vacancies at the University, please visit our Division of Human Resources' web site at <https://jobs.ncat.edu/> for a list of current opportunities.

I/we wish you the best of luck in your future endeavors.

Sincerely,

<Name of search committee chair/hiring manager>
<Signature of search committee chair/hiring manager>
<Hiring department>