

Regret Letter

Date

F/L Name
Street Address
City ST XXXXX

Dear _____

On behalf of the _____ Department of the University of California, Santa Cruz, I would like thank you for giving us the opportunity to meet with you regarding a faculty position within our department.

The excellent qualifications of superior candidates, such as yourself, have made our selection process a difficult one. I regret to inform you that we will not be able to offer you a position. Ultimately our decision was influenced by the research and teaching needs of our department. This decision should not be taken as a reflection of your abilities or promise as a scholar.

We thank you again for taking the time to share your research and professional interests with us, and wish you much success in your career.

Sincerely,

Search Committee Chair
