

**ACADEMIC ADMINISTRATOR
APPLICANT REGRETS LETTER**

Sample

■ variable information	
	<p>Date</p> <p>Name Title Address City, State, Zip</p> <p>Dear:</p> <p>Thank you for your interest in the position of Dean of the College of Nursing at Arizona State University. Your patience regarding the time it takes to conduct a search is appreciated, and I regret to inform you that you are no longer under consideration for this position.</p> <p>On behalf of the Search Committee, your willingness to be considered for this position is appreciated, and I hope you will again select ASU as a university of interest for employment. The University has selected an individual for the Dean's position who more closely matches the interests and needs of the College.</p> <p>Again, thank you for your interest in Arizona State University, and I extend sincere wishes for your continued professional success.</p> <p>Sincerely,</p> <p>Name College of Nursing Dean Search Committee Title</p>