

ACADEMIC ADMINISTRATOR INTERVIEWEE REGRETS LETTER

Sample

■ variable information

Date

Name
Title
Address
City, State, Zip

Dear:

Thank you for your interest in the position of **Dean of the College of Nursing** at Arizona State University. Your willingness to participate in **[airport interview, phone interview, and/or on-campus interview]** is appreciated.

All of the candidates interviewed were impressive; however, the search committee has recommended another candidate for hire.

The Search Committee wants to acknowledge the time and effort you extended as part of this search process. On behalf of the Search Committee, thank you for your patience and interest in ASU. I also want to offer my best wishes for your continued professional success.

Sincerely,

Name
College of Nursing Dean Search Committee
Title