

# FACULTY APPLICANT REGRETS LETTER

## Sample

■ variable information	
	<p><b>Date</b></p> <p><b>Name</b> <b>Title</b> <b>Address</b> <b>City, State, Zip</b></p> <p>Dear:</p> <p>Thank you for your interest in the position of <b>Assistant/Associate/Full Professor in the Ira A. Fulton School of Engineering</b> at Arizona State University. Your patience with 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 <b>faculty</b> position who most closely matches the interests and needs of the <b>department</b>.</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><b>Name</b> <b>Nanoscale Materials/Mechanical Engineering</b> Search Committee <b>Title</b></p>