

**SAMPLE LETTER OF REGRET**

A letter similar to this may be used to notify the candidate who was not selected for a position. You may add other information.

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Your School Letterhead

Date

Individual's Name  
Address  
City, State Zip

Dear (Name):

Thank you for taking the time to interview for the \_\_\_\_\_ position. You are one of several excellent candidates for the position. At this time we have chosen another applicant that more closely meets our current staffing needs.

We extend best wishes to you in your future endeavors. If you feel you are qualified for other open positions, please feel free to apply.

Sincerely,

Principal/Director's Name, Title  
School