

Examples of Regret Emails

Sample: On-Campus Employment Email of Regret for Applicants

Dear (Applicant's First Name):

On behalf of our department, we would like to thank you for taking the time to participate in our hiring process for the position of (Name of Position). Your application has been reviewed and we are very pleased with the caliber and qualifications of all applicants. While we find that you have many good qualities that would be helpful and relevant to this position, I would like to take this opportunity to regretfully inform you that we received applications from other candidates who more closely align with the needs of the position at this time. I encourage you to continue to check all of the Pepperdine's available on-campus student employment positions which are updated regularly at: pepperdine.joinhandshake.com.

Thank you again for your interest in working with our department. I wish you both personal and professional success in your job search and in the future. We appreciate your interest in our department.

Sincerely,
[Name of Hiring Manager]
[Department Name]

Sample: On-Campus Employment Email of Regret for Final Candidates

Dear (Applicant's First Name):

On behalf of our department, we would like to thank you for taking the time to participate in our hiring process for the position of (Name of Position). Additionally, I want to personally thank you for the time you invested in the application and interview process.

It was a pleasure to talk with you and discuss the position. We were very fortunate to have several highly-qualified candidates in our pool. I regret to inform you that we have filled the position with an individual whose qualifications and background most closely align with our needs. I encourage you to continue to check all of the Pepperdine's available on-campus student employment positions which are updated regularly at: pepperdine.joinhandshake.com.

I wish you both personal and professional success in your job search and in the future. We appreciate your interest in working with our department.

Sincerely,
[Name of Hiring Manager]
[Department Name]
Pepperdine University