**Verbal Regret (for those who have been interviewed):**

Hi {Candidate First Name},

{Introduce yourself and indicate where you are calling from}. Thank you so much for meeting with {Co-Interview Panel member} and I to interview for the {Job Title} position at {Organization’s Name}. We really enjoyed meeting with you and appreciate you taking the time to come in for an interview. I wanted to provide you with an update on the competition; we will be proceeding on another candidate’s application. {If applicable, you may want to add that it was a difficult decision or there was a strong candidate pool.}

Thank you again for your time.

**Written Regret (for those who have not been screened in / interviewed):**

Dear {Candidate First Name},

Thanks again for applying for {Organization’s Name} {JobTitle} - {Posting Number} posting.

This posting has been filled.

We appreciate your interest and encourage you to visit our career site {hyperlink to site, if applicable} weekly for new opportunities.

If you have any questions, please check out our Career FAQs {hyperlink, if applicable} or email {insert email address}.

Sincerely,

{Division}

{Organization Name}