



Sample Regrets Email

Subject: [Insert position title] | UGA Development & Alumni Relations

[Insert contact name]:

I am writing with an update on the [Insert position title] search and wish I had better news to share.

After careful consideration, the search committee has decided to move forward with another candidate whose qualifications better meet the needs of the [Insert office] team at this time. We truly appreciate the time and effort you've put into this interview process.

(Pick one)

- We encourage you to pursue other opportunities on campus for which you may be qualified.
- With your permission, we would like to stay in touch should future opportunities arise. Please keep an eye on the [UGA DAR Careers](#) page.

Sincerely,

[Your name]