

USE SCC LETTERHEAD

SAMPLE REGRET LTR SENT TO APPLICANTS INTERVIEWED BY SEARCH COMMITTEE - You can customize the 1st paragraph.

February 6, 2003

Mr.. John Jones
111Anywhere St.
Sanford, Florida 32800

RE: Professor, <title>

Dear Dr. Mr. Ms. Jones,

I would like to personally offer my appreciation for taking the time to interview with our search committee. Add your own verbage to meet your needs.....

Please continue to view our Human Resources web page, www.scc-fl.edu/hr/employment/ for other employment opportunities here at Seminole Community College. You may also stop by our Human Resources office and view a current list of available positions, or you can call 407-708-2101 for additional information. Our HR office is conveniently located in the Weldon Administration Building at the Sanford/Lake Mary Campus on Weldon Blvd. between SR 17-92 and Lake Mary Blvd. Normal business hours are Monday – Friday 8:00 AM to 4:30PM.

Again, I thank you for your interest in Seminole Community College and wish you success in your job search.

Sincerely,

Chair
Director
Dean

cc: Human Resources