**Regret letter for interviewed applicants not selected for classified position**

It is during the recruitment process when organizations send regret letters to those applicants who were interviewed during the process but were not recruited for the position. They are professional letters with personal sentiments showing regret for the opportunity missed.

Below is an example of such letters to give you an idea about how to proceed with it.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear (Candidate Name),

We would like to thank you for forwarding your application for the position of (job position) at (Organization Name). We highly appreciate your enthusiasm for completing the interview process. Our hiring team was quite impressed with your qualifications. However, we regret to inform that we have recruited a different candidate for the position.

I, on behalf of the recruiting committee would like to express our deepest regards for your future and thank you for showing your interest at (Organization Name).

Sincerely,

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointing Authority