

Sample Regret Letter text:

(Insert Date)

Dear (insert applicant's name),

Thank you for taking the time to apply with our office for the (insert Job Title), Job ID # (insert job ID). Please note, our position has been filled. If you are interested in future job openings at the Florida State University, please visit the FSU Jobs website at www.jobs.fsu.edu or contact the HR-Employment section at 850-644-6034.

We very much appreciate your interest.

Sincerely,

(insert Your Name, Title)