

Sample Regret Notification text:

(Insert Date)

Dear (insert applicant's name),

Thank you for taking the time to apply for the (insert Job Title), Job ID # (insert job ID), at Florida State University. Please note, our position has been filled. If you are interested in future job openings, please visit the FSU Jobs website at <https://jobs.fsu.edu/> or contact Human Resources - Employment & Recruitment Services at jobs@fsu.edu or 850-644-6034.

We very much appreciate your interest.

Sincerely,

(insert Your Name, Title, Department)