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REGRET LETTER TEMPLATE  
ON LETTERHEAD

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**Date**

**Name**

**Address**

**Address**

Dear < **first name** >,

We have received your resume for \_\_\_\_\_ position with \_\_\_\_\_ and appreciate you taking the time to express your interest.

Although we were impressed with your background and experience, we regret to inform you that we have decided to pursue other applicants who more closely reflect the requirements for the position and needs of the practice.

We wish you well in your employment search.

Sincerely,

**Company Representative**  
**Title**

