

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Applicant's Name]
[Applicant's Address]
[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your interest in the [Position Title] position at [Your Organization] and for the time you invested in the application process. We appreciate your effort in applying and your desire to join our team. After careful consideration, we regret to inform you that we will not be moving forward with your application for this position. This decision was difficult, as we received applications from many highly qualified candidates.

We encourage you to apply for future openings that align with your skills and experience, as we were genuinely impressed by your background. Thank you once again for your interest in [Your Organization], and we wish you the best of luck in your job search.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]