

[Your Name]  
[Your Position]  
[Your Company]  
[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 [Job Title] position at [Company Name] and for the time you invested in the interview process. We appreciate the opportunity to learn about your skills and experiences.

After careful consideration, we regret to inform you that we will not be proceeding with your application for the position. This decision was challenging, given the number of qualified candidates we had for this role.

We encourage you to apply for future openings that match your skills and aspirations, as we were impressed by your background and believe you have much to offer.

Thank you once again for your interest in [Company Name]. We wish you all the best in your job search and future endeavors.

Sincerely,  
[Your Name]  
[Your Position]