

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip]

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 your effort in applying and sharing your qualifications with us.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate who we believe more closely matches the needs of our team at this time. This decision was not easy, given the number of talented candidates we had the pleasure of meeting.

We encourage you to apply for future openings that align with your skills and experience, as we were impressed with your background. Thank you once again for your interest in joining [Company Name], and we wish you all the best in your job search and future career.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]