

[Your Name]
[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 your efforts in sharing your qualifications and experiences with us. After careful consideration, we regret to inform you that we have chosen to pursue other candidates whose skills and experiences more closely match our needs at this time. This decision was not easy, as we received applications from many qualified individuals.

We encourage you to apply for future positions that may align with your skills and interests. We wish you all the best in your job search and your future professional endeavors.

Thank you once again for your interest in joining [Company Name].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Phone Number]
[Company Email Address]