

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to interview for the [Job Title] position at [Company's Name]. I appreciate the time and effort you and your team invested in the hiring process.

I recently received your notification regarding the decision not to move forward with my application. While I am disappointed, I respect your choice and would like to thank you for considering my candidacy.

I am very interested in your company and its values. If possible, I would greatly appreciate any feedback you can provide about my interview, as I am always looking to improve and grow professionally.

Again, thank you for the opportunity. I hope to keep in touch and perhaps explore future opportunities with [Company's Name].

Wishing you and the team continued success.

Sincerely,  
[Your Name]