

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you spent interviewing with us. We appreciate your efforts and the opportunity to learn more about your background and experiences.

After careful consideration, we have decided to move forward with a candidate whose qualifications more closely align with the needs of our team at this time. This decision was not easy, given the high caliber of applicants we had for this role.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]