

[Your Company's 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]. We appreciate the time and effort you invested in the interview process.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate whose qualifications more closely match our needs at this time.

We encourage you to apply for future openings with us, as we were impressed with your background and experience. Thank you once again for your interest in [Company Name] and for the opportunity to learn more about you.

Wishing you all the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]