

[Your Name]
[Your Title]
[Your Company]
[Your Company 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 [Position Title] position at [Your Company]. We sincerely appreciate the time and effort you put into your application and interview process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was not an easy one, as we received applications from many qualified candidates. We encourage you to apply for future openings that match your skills and experience. Thank you once again for your interest in [Your Company], and we wish you all the best in your job search.

Sincerely,
[Your Name]
[Your Title]
[Your Company]