

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate. This was not an easy decision, as we received many applications from qualified individuals.

We encourage you to apply for future openings that match your skills and experience. Thank you once again for your interest in [Company Name]. We wish you all the best in your job search and future career endeavors.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]