

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your application for the [Position Title] at [Company Name]. We appreciate the time and effort you invested in the interview process and your interest in joining our team.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate who we believe is a better fit for the position. This decision was not easy, given the qualifications and experience of all applicants.

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

Sincerely,

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