

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],
Thank you for informing me about the decision regarding my application for the [Job Title] position at [Company Name]. While I am disappointed that I was not selected, I appreciate the opportunity to interview and learn more about your team and the exciting work being done at [Company Name].

I want to express my gratitude for the time and consideration you and your team extended during the interview process. I enjoyed our discussions and gaining insight into the company culture and values. If possible, I would greatly appreciate any feedback you could share regarding my interview or application. I am always looking to improve and would value your insights.

Thank you once again for the opportunity. I wish [Company Name] continued success, and I hope to cross paths in the future.

Warm regards,

[Your Name]