

[Your Name]
[Your Position]
[Your Company]
[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 [Job Title] position at [Your Company]. We appreciate the time you took to apply and your interest in joining our team.

After careful consideration of your application and interview, 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 that align with 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 Position]
[Your Company]