

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

[Email Address]

Dear [Applicant's Name],

Thank you for your interest in the QA Manager position at [Your Company Name] and for the time you took to interview with us. We appreciate your effort and the insights you shared during the process.

After careful consideration, we have decided to move forward with another candidate who more closely matches the skills and experience we are seeking for this role. This decision was not an easy one, as we received a high volume of applications from many qualified candidates.

We encourage you to apply for future openings that match your qualifications and interests. We wish you all the best in your job search and professional endeavors.

Thank you once again for your interest in [Your Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]