

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

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well. Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team and the effort you put into the interview process.

After carefully reviewing your application and our discussions during the interview, we would like to provide you with some feedback.

****Strengths:****

- [Strength 1: Brief description of a specific strength related to the position.]
- [Strength 2: Brief description of another relevant strength.]
- [Strength 3: Additional commendation on a skill or experience that stood out.]

****Areas for Improvement:****

- [Area 1: Constructive feedback on an aspect that could be improved.]
- [Area 2: Additional suggestions for development or skills to enhance.]

****Overall Impression:****

We were impressed by your [mention a positive overall impression], and we believe you have great potential in [related aspect of the industry or role]. However, after careful consideration, we have decided to move forward with another candidate who more closely aligns with our current needs.

We appreciate the opportunity to meet with you and learn about your experiences. We encourage you to continue pursuing opportunities in your field and to consider applying for future openings at [Company Name]. Thank you once again for your interest, and we wish you all the best in your job search.

Warm regards,

[Your Name]
[Your Position]
[Your Company]