

[Your Company's Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

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

After careful consideration, we regret to inform you that we have decided to move forward with another candidate who closely matches our requirements for this position. This decision was not easy, as we received many applications from highly qualified individuals.

We truly value the time and energy you invested in your application and interview, and we encourage you to apply for future openings that align with your skills and experience.

Thank you once again for your interest in [Company Name]. We wish you the very best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]