

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

I want to sincerely thank you for the time and effort you invested in the interview process for the [Job Title] position at [Your Company]. We truly enjoyed learning about your skills, experiences, and passions.

After careful consideration, we have decided to move forward with another candidate whose qualifications more closely align with the specific needs of our team at this time. This decision was not easy, as we were impressed by your talents and professionalism.

We genuinely appreciate your interest in our company and encourage you to apply for future openings that match your qualifications. We believe you have much to offer, and we would love to see your application again down the line.

Thank you once more for your time, and we wish you the best of luck in your job search and future endeavors.

Warm regards,

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