

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[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 [Position Title] at [Your Company/Organization]. We appreciate the time and effort you put into your application and the opportunity to learn more about your skills and experiences.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this position. This decision was not easy, as we had many qualified candidates. Unfortunately, we found that other applicants more closely matched the qualifications and experience we are seeking.

We encourage you to apply for future openings that align with your skills and interests. Please do not hesitate to check our careers page for new opportunities.

Thank you once again for your interest in [Your Company/Organization]. We wish you all the best in your job search and future career endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]