

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

[Recipient's Name]
[Company Name (VZN)]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your interest in [specific position] at VZN and for the time you invested in the interview process. We appreciate your enthusiasm for our company and the insights you shared during our discussions.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate whose experience and qualifications more closely align with our needs at this time.

We encourage you to reapply for future openings that match your skills and interests. We will keep your resume on file and may reach out if a suitable position becomes available.

Thank you once again for your interest in VZN. We wish you the best of luck in your job search and future endeavors.

Sincerely,

[Your Name]
[Your Job Title]

VZN