

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

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

Dear [Candidate's Name],

Thank you for your application for the [Position Title] at WKRC. We appreciate the time and effort you put into your application and interview process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. While we were impressed with your qualifications and experiences, we have decided to proceed with another candidate whose skills and background more closely match our current needs.

We encourage you to apply for future openings that align with your interests and qualifications. We wish you all the best in your job search and future endeavors.

Thank you once again for your interest in WKRC.

Sincerely,

[Your Name]
[Your Job Title]

WKRC