

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate who we believe more closely matches our needs at this time. This decision was not easy, as we received applications from many qualified individuals.

We encourage you to apply for future openings and wish you the best of luck in your job search and professional endeavors. Thank you once again for your interest in [Company Name].

Sincerely,

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