

[Your Name]  
[Your Job Title]  
[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],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you invested in the interview process. We appreciate your efforts and the insights you shared with us.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was difficult due to the high caliber of candidates we interviewed.

We encourage you to apply for future openings that align with your skills and experience, as we believe you have much to offer.

Wishing you all the best in your job search and future professional endeavors.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company]