

[Your Name]
[Your Position]
[Your Company]
[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 [specific position] at [Your Company] and for the time you invested in the interview process. We appreciate your effort and dedication in applying to be a part of our team.

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 received, and while your qualifications are impressive, we have chosen to pursue other candidates whose skills and experiences more closely match our current needs.

We encourage you to apply for future openings that align with your qualifications and to keep an eye on our careers page for new opportunities. Thank you once again for your interest in joining [Your Company].

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

Sincerely,

[Your Name]
[Your Position]