

[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 [Position Title] at [Your Company] and for the time you invested in the interview process. We appreciate the effort you put into your application and the insights you shared with us. After careful consideration, we regret to inform you that we will not be progressing with your application to the next stage. This decision was not easy, and we had to make a difficult choice among many qualified candidates.

We encourage you to apply for future openings that align with your skills and experiences, as we were genuinely impressed with your qualifications. Thank you once again for your interest in [Your Company]. We wish you all the best in your job search and future endeavors.

Sincerely,

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