

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

Dear [Recipient Name],

Thank you for your interest in [specific position, project, or opportunity] with [Your Company]. We appreciate the time and effort you put into your application and for sharing your background with us. After careful consideration, we regret to inform you that we will not be moving forward with your application for [specific position or opportunity]. This decision was not easy, as we had many qualified candidates.

We encourage you to apply for future openings that match your skills and experience, as we would welcome the opportunity to review your application again. Thank you once again for your interest in [Your Company], and we wish you the very best in your future endeavors.

Sincerely,

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