

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your application for the [Position Title] at [Company Name]. We appreciate the time and effort you put into the interviewing process.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this position. This decision was a difficult one, as we had many qualified candidates.

We encourage you to apply for future openings that suit your skills and experience. Thank you once again for your interest in [Company Name]. We wish you every success in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]