

[Your Company's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Your Company Name] and for taking the time to interview with our team. We appreciate the effort you put into the application process.

After careful consideration, we regret to inform you that we have decided to pursue other candidates for this position. This decision was not easy, as we received applications from many qualified individuals.

We encourage you to apply for future openings that match your skills and experience. Thank you again for your interest in [Your Company Name], and we wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]