

[Your Name]
[Your 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] position at [Company Name]. After careful consideration of your application, we regret to inform you that we will not be proceeding with your candidacy at this time.

We appreciate the effort you put into your application and the opportunity to learn about your skills and experiences. Unfortunately, we received a high volume of applications from many qualified candidates, and we are unable to move forward with your application.

We encourage you to apply for future openings at [Company Name] that align with your skills and experience.

Thank you once again for your interest in joining our team, and we wish you all the best in your job search.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]