

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your interest in [specific position or opportunity] with [Company Name]. We appreciate the time and effort you took to apply and your desire to join our team.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was not easy due to the high volume of qualified candidates we received.

We encourage you to apply for future openings that align with your skills and experiences. Thank you once again for your interest in [Company Name], and we wish you the best in your job search.

Sincerely,

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