

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your application for the [specific position or opportunity] at [Your Company/Organization]. We appreciate your interest in joining our team and the time you invested in the application process.

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

We encourage you to apply for future openings that match your skills and experience, as we were impressed with your background and accomplishments.

Thank you once again for considering [Your Company/Organization]. We wish you all the best in your job search and future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]