

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

Dear [Recipient Name],

Thank you for your interest in joining [Your Company] and for the time you invested in the interview process for the [Position Title] position. 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, as we received a number of highly qualified candidates.

We truly appreciate your enthusiasm for our company and the opportunity to learn about your skills and experiences. We encourage you to apply for future openings that align with your qualifications.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]