

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your interest in the [Position Title] at [Your Company Name] and for the time you invested in the interview process. We appreciate the opportunity to learn more about your qualifications and experiences.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this position. This decision was not easy, as we had many qualified candidates.

We genuinely appreciate your interest in our team and encourage you to apply for future openings that align with your skills and experiences. We wish you all the best in your job search and future professional endeavors.

Thank you once again for your interest in [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]