

[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 application for the [Position/Program Name] at [Organization/Institution Name]. We appreciate the time and effort you put into your application.

After careful consideration, we regret to inform you that we will not be able to offer you a position at this time. This decision was based on [brief explanation if appropriate, e.g., the high number of qualified applicants, specific qualifications needed, etc.].

We encourage you to apply for future openings and wish you the best in your job search.

Thank you once again for your interest in [Organization/Institution Name].

Sincerely,

[Your Name]
[Your Job Title]
[Organization/Institution Name]
[Contact Information]