

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you invested in the interview process. We appreciate your effort and interest in joining our team.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate who more closely meets our current needs. This decision was not easy, as we had many qualified applicants.

We encourage you to apply for future openings for which you qualify, and we wish you the best of luck in your job search.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]