

[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 interest in the [Job Title] position at [Company Name] and for the time you invested in the interview process. We appreciate your enthusiasm and the effort you put into your application.

After careful consideration, we regret to inform you that we will not be moving forward with your candidacy at this time. This decision was not easy, as we had many qualified candidates. Unfortunately, we had to select individuals whose skills and experience more closely match the needs of our team.

We want to encourage you to apply for future openings as they arise. We were genuinely impressed by your qualifications, and we believe you could be a great fit for other roles at [Company Name].

Thank you once again for your interest in joining our team. We wish you all the best in your job search and future professional endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Phone Number]
[Company Email Address]