

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

Dear [Recipient Name],

Thank you for your interest in the [Job Title] position at [Your Company]. We appreciate the time and effort you invested in the application process and the opportunity to learn more about your skills and experiences.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate whose qualifications more closely align with our needs at this time.

We encourage you to apply for future openings that match your expertise, as we were impressed with your background and would welcome the chance to see your application again.

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

Sincerely,

[Your Name]
[Your Position]