

Subject: Application Update - [Your Name]

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 skills you bring to the table.

After careful consideration, we have decided to move forward with other candidates who more closely match the qualifications we are looking for at this time. This was a difficult decision, as we had many qualified applicants.

We encourage you to apply for future openings that match your skills and experience, as we were impressed with your background and achievements. Thank you once again for your interest in [Company Name]. We wish you all the best in your job search and future endeavors.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]