

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We genuinely appreciate your interest in our team and the effort you put into the application process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate. This was a difficult decision, as we received numerous applications from many qualified individuals.

We were impressed by your skills and experience, particularly [mention any specific strengths or qualifications]. We encourage you to apply for future openings that align with your background, as we believe you have much to offer.

Thank you again for your time and interest in [Company Name]. We wish you all the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]