

[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.

After careful consideration, we regret to inform you that we have chosen to proceed with another candidate whose qualifications more closely align with our current needs.

We appreciate your interest in our company and the opportunity to learn about your skills and experiences. We encourage you to apply for future openings that match your profile and interests.

Thank you again for your time and effort. We wish you the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]