

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your interest in the [Position Title] at [Company's Name] and for the time you dedicated to the interview process. We appreciate 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 who more closely aligns with our current needs. This decision was not easy, as we were impressed by your qualifications and background.

We encourage you to apply for future openings that match your skills and interests, as we value your potential contributions to our team.

Thank you once again for your interest in [Company's Name], and we wish you the best of luck in your job search.

Sincerely,

[Your Name]
[Your Job Title]
[Company's Name]