

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

[Applicant's Name]  
[Applicant's Address]  
[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your interest in the [Position Title] at [Company Name] and for the time you dedicated to the interview process. We appreciate your effort in sharing your skills and experiences with us.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate who more closely matches the qualifications we were looking for at this time.

We want to emphasize that this decision was not a reflection of your skills or qualifications; the competition was intense, and there were many strong applicants. We encourage you to apply for future openings that align with your experience and interests.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]