

[Your Name]
[Your Title]
[Your Company]
[Company 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 [Job Title] position at [Company Name] and for the time you invested in the interview process. We appreciate your effort in sharing your qualifications and experiences with us. After careful consideration, we regret to inform you that we have chosen to move forward with another candidate for this position. This decision was not easy, as we had many qualified applicants, including yourself. We truly value the effort you put into your application and interview, and we encourage you to apply for future openings that match your skills and interests. We wish you all the best in your job search and future professional endeavors.

Thank you once again for your interest in [Company Name].

Sincerely,
[Your Name]
[Your Title]
[Your Company]