

[Your Company Letterhead]

[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]. We appreciate the time and effort you invested in the application and interview process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate whose qualifications more closely align with our needs for this role.

We encourage you to apply for future openings that match your skills and experience, as we were impressed with your qualifications.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]