

[Your Company's 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] and for the time you invested in the interview process. We appreciate your effort and the insights you provided.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate who more closely matches our requirements at this time. This decision was not easy, as we had many qualified applicants.

We encourage you to apply for future openings that align with your skills and experience. We wish you the best of luck in your job search and your future career endeavors.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]