

[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 [Position Title] at [Company Name]. We appreciate the time and effort you invested in the application process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was difficult due to the high caliber of candidates we interviewed.

We encourage you to apply for future openings that match your skills and experience. Thank you once again for your interest in [Company Name].

Wishing you all the best in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]