

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We appreciate your interest in our organization and the effort you put into the interview process.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate whose experience and skills more closely align with our needs at this time.

We encourage you to apply for future openings that match your qualifications, as we were genuinely impressed by your talents and accomplishments.

Thank you once again for your interest in [Company Name]. We wish you every success in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]