

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 [Your Company Name]. We appreciate your interest in our team and the effort you put into the interview process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate who more closely matches our needs at this time. This decision was not easy, given the quality of candidates like yourself.

We encourage you to apply for future openings that align with your skills and experiences, and we wish you the best of luck in your job search.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]