

[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] and for the time you invested in the interview process. We appreciate the opportunity to learn more about your skills and experiences.

After careful consideration, we regret to inform you that we will not be moving forward with your application. This decision was difficult due to the number of highly qualified candidates we had for this position.

We encourage you to apply for future openings that match your skills and experiences. Thank you once again for your interest in [Company Name]. We wish you the best of luck in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]