

[Your Company's 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 with us at [Company Name]. We appreciate your interest in our team and the effort you put into the interview process.

While we were impressed with your qualifications and experience, we have decided to move forward with another candidate whose skills more closely match our needs for this position at this time.

We genuinely appreciate the opportunity to learn more about you and your professional journey. We encourage you to apply for future openings that align with your experience, as we would be happy to consider your application again.

Thank you once again for your interest in [Company Name]. We wish you all the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]