

[Your Company's Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you so much for taking the time to interview for the [Job Title] position with us at [Company Name]. We genuinely appreciate the effort you put into the interview process and the enthusiasm you showed for our team and mission.

After careful consideration, we have decided to move forward with another candidate whose qualifications more closely align with our current needs. This was a difficult decision, as we were impressed by your skills and experience.

We encourage you to apply for future openings at [Company Name], as we would love to keep your resume on file for potential opportunities that may be a better fit.

Thank you again for your interest in joining us, and we wish you all the best in your job search and future professional endeavors.

Warmest regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]