

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

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was not easy, as we had many qualified candidates, including yourself.

We encourage you to apply for future openings that align with your skills and experience. We wish you all the best in your job search and future professional endeavors.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]