

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for taking the time to interview for the [Position Title] at [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 fits the qualifications and experience we are seeking for this role.

We genuinely enjoyed meeting you and learning about your background and achievements. 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 considering a career with us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]