

[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 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 have chosen to move forward with another candidate who more closely meets our needs for this position. This was not an easy decision, as we had many qualified candidates, including yourself.

We encourage you to apply for future openings that match your skills and experience, as we would like the opportunity to consider you again. Thank you once again for your interest in [Company Name] and for the time you invested with us.

Wishing you all the best in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]