

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to interview with us on [Interview Date].

We appreciate the effort you put into the interview process and the opportunity to learn more about your skills and experiences. After careful consideration, we regret to inform you that we have chosen to proceed with another candidate for this position.

We encourage you to apply for future openings that match your qualifications and interests. Thank you once again for your interest in [Company Name]. We wish you success in your job search and future career endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]