

[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 our team and the opportunity to learn about your background and experiences.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate whose qualifications more closely align with our needs at this time.

We encourage you to apply for future openings that match your skills and experience, as we were genuinely impressed with your qualifications.

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

Wishing you all the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]