

[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 the time you invested in the interview process.

We appreciate the effort you put into your application and your enthusiasm for joining our team. After careful consideration, we regret to inform you that we have chosen to proceed with another candidate who more closely meets our current requirements for the role.

We encourage you to apply for future openings that align with your skills and experiences, as we truly value the potential and talents of applicants like you.

Thank you once again for your interest in [Company Name]. We wish you all the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]