

[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 organization and the effort you put into the interview process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was challenging due to the high caliber of candidates we interviewed.

We encourage you to apply for future openings that match your skills and experience, as we were impressed with your qualifications. Thank you once again for your time, and we wish you all the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]