

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your application for the [Job Title] position at [Company Name]. We appreciate the time and effort you put into your interview and the interest you expressed in joining our team.

After careful consideration, we regret to inform you that we have selected another candidate for this position. This decision was not easy, as we had many qualified applicants, and we genuinely appreciate the skills and experiences you brought to the table.

We encourage you to apply for future openings that align with your qualifications and career goals. We believe you have much to offer, and we would love to see your application again.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]