

[Your Company's 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's Name]. We appreciate the time and effort you put into your application and interview.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate for this position. This decision was not easy, given the strong talent we encountered during the selection process.

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

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

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Address]

[Email Address]

[Phone Number]