

Date: [Insert Date]

Dear [Applicant Name],

Thank you for taking the time to apply for the [Position Title] position at [Company Name]. We appreciate your interest in joining our team and the effort you invested throughout the selection process.

After careful consideration, we regret to inform you that we have selected another candidate for this particular role. This decision was not easy given your impressive background and the strengths you displayed during your application and interview.

We value your experience and enthusiasm, and we encourage you to apply for future openings that align with your skills and interests. Our company frequently posts new opportunities, and we would be pleased to consider your application again.

Thank you once again for your interest in [Company Name]. We wish you continued success in your job search, and we hope to hear from you when new roles become available.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]