

[Your Company Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, State ZIP Code]

Dear [Candidate Name],

Thank you very much for taking the time to interview for the position of [Job Title] 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 decided to move forward with another candidate for this role. This decision was not easy, as we had a number of strong applicants.

We would like to offer some specific feedback from your application and interview that we hope you will find constructive:

- **Strengths:** We were impressed by your [mention specific strengths-e.g., technical knowledge, enthusiasm for the industry, communication skills, etc.].
- **Areas for Development:** We recommend further developing your [mention specific area-e.g., experience with a particular software/tool, situational leadership skills, providing detailed examples, etc.], as this is a key requirement for this role.

We truly appreciate your interest in [Company Name] and your desire to contribute to our organization. We encourage you to apply for future positions that match your skills and interests. We are confident that with continued professional development, you will achieve your career goals.

Thank you again for your time and effort, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]