

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip]

Dear [Applicant Name],

Thank you very much for your interest in the [Position Title] role at [Company Name] and for taking the time to meet with us during the interview process.

After careful consideration, we have decided to move forward with other candidates whose backgrounds more closely align with the scope of this particular position. Please know that this decision was not easy, as your impressive experience and qualifications truly stood out during our review process. In fact, we feel that your extensive skills and accomplishments may exceed the requirements for the current opening.

We sincerely appreciate your interest in joining our team and the energy you invested in exploring this opportunity. Your strong background is highly respected, and we believe you would be an exceptional asset to any organization. We would welcome the chance to keep your resume on file should a role better matching your level of expertise become available in the future.

Thank you again for your time and your interest in [Company Name]. We wish you every success in your career journey and hope our paths may cross again.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]