

Date: [Insert Date]

Dear [Translator Name],

Thank you for submitting your application and translation samples for the freelance translator position at [Company Name]. We truly appreciate the time, effort, and expertise you invested in your application and in sharing your professional background with us.

After careful consideration of your materials and the requirements of our current projects, we regret to inform you that we will not be proceeding with your application at this time. Please know that this has been a difficult decision, as we received many strong applications and had to make choices based on specific project needs and criteria.

Personalized Feedback:

- **Strengths:** Your translation demonstrates a solid grasp of source material and effectively conveys meaning in the target language, especially in *[specific area, e.g., technical terminology]*.
- **Areas for Development:** We encourage you to focus on *[specific area, e.g., consistency in terminology, adaptation of tone and register, accuracy in specialized vocabulary]*, as improvements here will strengthen your future applications.

We sincerely hope this feedback proves helpful in your ongoing professional journey.

We will retain your information in our database and may reach out to you for future opportunities that better match your skill set. In the meantime, we encourage you to stay connected with us via our [careers page](#) for upcoming projects and roles.

Thank you once again for your interest in collaborating with [Company Name]. We wish you success in your career and look forward to the possibility of working together in the future.

Best regards,
[Your Name]
[Your Position]
[Company Name]