

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

Thank you very much for taking the time to interview for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team and the effort you put into the application process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was not an easy one, as we had many qualified candidates. However, we would like to provide you with some feedback that we hope will be helpful as you continue your job search and professional development.

While we were impressed with your enthusiasm and passion for the role, we noticed opportunities to further strengthen your candidacy:

- **Technical Skills:** We recommend enhancing your proficiency with [specific tools, software, or techniques mentioned during the interview], as this is a core requirement for the position.
- **Communication Abilities:** During the interview, we observed that articulating complex ideas more concisely could make your responses more impactful. Engaging in presentations or public speaking opportunities can help build this skill.
- **Relevant Experience:** Gaining additional hands-on experience through internships, volunteer work, or relevant projects would further strengthen your profile for similar roles in the future.

We appreciate the time and interest you have shown in [Company Name], and we encourage you to apply for future openings that match your skills and experience. Please feel free to reach out if you would like more detailed feedback or have any questions.

We wish you continued success in your career journey.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]