

Dear [Candidate Name],

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

After careful consideration, we have decided to move forward with another candidate whose qualifications more closely align with our current requirements. This decision was not easy, given the quality of applications we received, including yours.

We were impressed by your experience and skills, and we encourage you to apply for future positions that match your expertise and interests. We post new opportunities regularly on our careers page, and we would be delighted to receive your application again.

Thank you once again for considering a career with [Company Name]. We wish you success in all your future endeavors and hope to connect again soon.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]