

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State ZIP]

Dear [Applicant's Name],

Thank you for taking the time to apply for the [Job Title] position at [Company Name] and for your interest in becoming a part of our team. We appreciate your effort in the application and interview process.

After careful consideration, we regret to inform you that we have selected another candidate whose qualifications more closely align with the needs of the position at this time. This decision was not easy, as we had a large number of highly qualified applicants, including yourself.

We sincerely appreciate your interest in [Company Name] and the opportunity to learn more about your skills and experiences. Although we are unable to offer you a position at this time, we will keep your application on file for future vacancies that match your qualifications. We encourage you to apply for any openings that may arise and invite you to stay connected with us for potential opportunities.

Thank you again for considering a career with [Company Name]. We wish you the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]