

Date: [Insert Date]

Dear [Applicant Name],

Thank you very much for your interest in the [Position Title] position at [Company Name], and for the time you invested in the interview process. We appreciate the opportunity to learn about your skills, experience, and accomplishments.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate whose qualifications more closely align with the needs of this position at this time. This was not an easy decision, as we were impressed with your background and think highly of your potential.

We sincerely appreciate your interest in joining our team and encourage you to apply for future opportunities that match your skill set. Your profile will be kept on file, and should a suitable role become available, we will not hesitate to reach out.

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

Kind regards,

[Your Name]

[Your Title/Position]

[Company Name]

[Contact Information]