

Date: [Insert Date]

Dear [Applicant's Name],

Thank you very much for your interest in the [Job Title] position at [Company Name] and for the time you invested in the application and interview process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate at this time. This decision was not an easy one, as we received a large number of applications from many qualified individuals, including yourself.

We appreciate the unique skills and perspectives you brought to the table. To support your professional development in future job searches, we would like to offer some constructive feedback based on your application and interview:

- **Experience Alignment:** While your background in [specific area] is impressive, strengthening your expertise in [relevant skill/technology/field] could help align your profile more closely with the requirements of roles like this in the future.
- **Interview Skills:** We encourage you to provide more examples that showcase your impact and accomplishments in previous roles. This will help potential employers better understand the value you can bring to their teams.
- **Professional Development:** Consider pursuing additional training or certification in [recommended area] to enhance your qualifications and demonstrate your commitment to ongoing learning.

We recognize the effort you put into your application and hope these suggestions are helpful as you continue your job search. We encourage you to apply for future opportunities with [Company Name] that match your skills and interests, as we were genuinely impressed with your passion and commitment.

Thank you once again for your interest in [Company Name]. We wish you every success in your career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]