

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you invested in your application and the opportunity to learn about your background and qualifications.

After careful consideration, we have decided to move forward with other candidates whose experience more closely aligns with the requirements for this position. While your enthusiasm and dedication are evident, we are seeking applicants with a higher level of relevant experience at this time.

We encourage you to apply for future openings that match your skills and qualifications as your career progresses. We value your interest in joining our team and wish you every success in your job search and future professional endeavors.

Sincerely,
[Your Name]
[Your Title]
[Company Name]