

Dear [Candidate Name],

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

After careful consideration, we regret to inform you that we have decided not to move forward with your application at this time. This decision was not made lightly, as we were impressed by your skills and professional achievements.

During our discussions, we observed that some of your preferred work styles and professional values may differ from the core culture we foster here at [Company Name]. At our organization, we place a strong emphasis on [briefly describe a key cultural value, such as "collaborative decision-making," "open feedback," or "agile adaptation to rapid change"]. We believe that alignment in these areas enables our employees to thrive and our teams to remain cohesive and productive.

This does not diminish the value of your experience or your capabilities; rather, our decision reflects a need to find candidates whose work style is a stronger match for our current culture. We recognize that different environments work for different people, and it is important to us that all team members feel comfortable and supported in their roles.

We encourage you to continue pursuing opportunities where your talents and approach will be best appreciated, and we wish you the very best in your future endeavors. Should your experience or interests change in the future, we welcome you to apply again—your application will always be given genuine consideration.

Thank you once again for your interest in [Company Name] and for the opportunity to get to know you better. Please let us know if you would like any additional feedback on your interview.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]