

Dear [Candidate Name],

Thank you for taking the time to apply for the [Position Title] position at [Company Name] and for sharing your background and experiences with us. We appreciate your interest in joining our team and the effort you put into your application process.

After careful consideration, we have decided to move forward with another candidate for this particular role. This was not an easy decision, given the strong qualifications you demonstrated. We were impressed with your skills and achievements, and we want to emphasize that your profile stood out throughout the evaluation process.

Although we are unable to offer you this position at this time, we would like to retain your information in our talent pool for future opportunities that align with your expertise. We frequently have new roles opening up, and we will reach out should a suitable position become available. We encourage you to remain connected with us and continue to explore our careers page for upcoming openings.

Thank you once again for your interest in [Company Name] and for considering us as a potential employer. We wish you all the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]