

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you invested throughout our selection process.

After careful consideration, we regret to inform you that we have decided not to move forward with your application for this role. While your background and experience are impressive, we have chosen to proceed with a candidate whose qualifications more closely align with the specific requirements of this position.

We value your interest in our company and would like to offer some constructive feedback to support your future job applications:

- **Skills Alignment:** Consider further developing your expertise in [specific skill or technology], as this was a core requirement for this role.
- **Experience Presentation:** Highlighting more concrete examples of your achievements in [relevant area] could strengthen your applications.
- **Application Materials:** Tailoring your resume and cover letter to directly address the desired qualifications listed in job postings may improve your chances in the future.

We sincerely appreciate your desire to join our team, and we encourage you to apply for future openings that may better suit your experience and career goals. Wishing you the best of luck in your job search and ongoing professional development.

Kind regards,

[Your Name]

[Your Job Title]

[Company Name]