

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in the [Position Title] position at [Company/Organization Name]. We appreciate the time and effort you invested in your application and for considering a career with us.

After careful review of your application, we regret to inform you that we will not be progressing your application to the next stage of our hiring process. While your qualifications are impressive, we have decided to move forward with candidates whose backgrounds more closely match our current needs.

We truly value your interest in joining our team. We encourage you to apply for future openings with [Company/Organization Name], and we wish you the best in your job search and your career endeavors.

Thank you again for your interest in [Company/Organization Name].

Sincerely,

[Your Name]

[Your Title/Department]

[Company/Organization Name]