

[Your Company Letterhead or Logo]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State ZIP Code]

Dear [Applicant's Name],

Thank you very much for your interest in the [Job Title] position at [Company Name] and for the time you invested in the application process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. While we appreciate your enthusiasm and the skills you possess, we are seeking a candidate with more experience directly relevant to the requirements of this particular role.

We were impressed by your background and encourage you to continue developing your skills and experience. We sincerely hope you will consider applying for future positions with us that are a closer match to your qualifications.

Thank you again for your interest in [Company Name]. We wish you all the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]