

Date: [Insert Date]

Dear [Candidate Name],

Thank you for taking the time to apply for the [Job Title] position at [Company Name] and for participating in our interview process. We appreciate your interest in joining our team, as well as the effort you invested in your application and discussions with us.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this role. Please know that this decision was not made lightly, as we received applications from many qualified individuals.

As part of our dedication to supporting your professional growth, we would like to offer some feedback from your application and interview:

- **Strengths:** We were impressed by your [mention a specific skill, experience, or strength, e.g., strong analytical abilities and prior experience in project management]. Your enthusiasm and professionalism were evident throughout the process.
- **Areas for Improvement:** In reviewing your interview and application, we noticed [mention an area for development, e.g., a need for more in-depth technical knowledge related to X software or more detailed examples of teamwork in a cross-functional setting]. We recommend [suggest concrete steps or resources, e.g., seeking additional training, certifications, or hands-on project experience].
- **Interview Insights:** During the interview, your responses to [mention specific question or topic] could have been strengthened by [suggest improvement, e.g., providing specific examples or outlining your thought process in greater detail]. This may help you better showcase your qualifications in future interviews.

We hope this feedback proves useful as you continue your job search. We encourage you to apply for other openings at [Company Name] that match your skills and interests.

Thank you again for your time and effort. We wish you every success in your future endeavors.

Kind regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]