

Dear [Candidate Name],

Thank you for taking the time to participate in the second round of interviews for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team and the effort you invested throughout the recruitment process.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate for this role. This decision was not easy, as we were impressed by your skills and experiences, especially your [mention a specific strength-e.g., technical expertise, communication abilities, or relevant project experience].

We value your interest in our organization and wanted to provide some feedback that may help you in future opportunities:

- **Strengths:** Your [mention specific strengths] were particularly notable and made you a strong contender for the role.
- **Areas for Improvement:** We encourage you to further develop your [mention area(s) for improvement, e.g., leadership skills, knowledge of specific tools, more detailed examples of problem-solving], as this will strengthen your candidacy in future positions.

We sincerely appreciate your time and interest in [Company Name], and we encourage you to apply for future openings that match your qualifications. We wish you all the best in your ongoing career pursuits and professional development.

Thank you again for considering a career with us.

Warm regards,  
[Your Name]  
[Your Job Title]  
[Company Name]