

Date: [Insert Date]

Dear [Candidate's Name],

Thank you for taking the time to apply and interview for the position of **[Position Title]** at **[Company Name]**. We sincerely appreciate your interest in joining our team and the effort you put into the recruitment process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was not an easy one, as we were impressed by your background and the unique experiences you would bring to our organization.

We strongly believe in providing constructive feedback to help candidates grow in their careers. Based on our review, we would like to offer the following input regarding your application/interview:

- **Strengths:** Your experience in [specific skill or area, e.g., project management] was evident, particularly as demonstrated in your discussion of [specific example or project]. Your ability to communicate complex ideas simply stood out and would serve you well in future roles.
- **Areas for Development:** During the interview, we noticed that experience with [specific tool, process, or skill, e.g., advanced data analysis or leadership of large teams] is an area where further development could strengthen your application. We encourage you to continue building on this skill through [recommended resources, courses, or experiences].

We truly appreciate your interest in **[Company Name]** and hope you will consider applying for future opportunities as they become available. Please feel free to reach out if you would like more detailed feedback or discuss ways to enhance your candidacy for roles like this in the future.

Thank you once again for your time and effort throughout our selection process. We wish you every success with your ongoing job search and professional development.

Sincerely,

[Your Name]

[Your Position]

[Company Name]