

Dear [Candidate Name],

Thank you for taking the time to interview for the [Position Title] role at [Company Name]. We greatly appreciate your interest in joining our team and the effort you dedicated throughout the selection process.

After careful consideration, we have decided not to move forward with your application for this position at this time. This decision was not easy, as we had the opportunity to meet several qualified candidates, including yourself.

We were impressed by your **communication skills**, especially your ability to clearly articulate your ideas and experiences during our discussion. Additionally, your positive attitude towards teamwork was evident, and we value the collaborative spirit you demonstrated.

As part of our commitment to providing constructive feedback, we wanted to highlight a few areas for further development. We encourage you to continue building your **adaptability** in dynamic situations-being able to quickly adjust your approach will be especially valuable in future roles. Additionally, while your communication skills are strong, consider focusing on succinctly summarizing key points to ensure clarity in both written and verbal exchanges.

Please know that we were genuinely impressed by your passion and professionalism. We encourage you to apply for future openings that align with your skills and experiences. If you would like more specific feedback or have any questions, feel free to reach out-we are happy to support your career journey.

Thank you once again for your interest in [Company Name]. We wish you every success in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]