

Date: [Insert Date]

Dear [Candidate Name],

Thank you very much for taking the time to interview with us for the [Job Title] position at [Company Name]. We appreciate the effort you have invested throughout the recruitment process and the interest you have shown in joining our team.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this particular role. Please know that this decision was not easy, as we had the privilege of meeting and interviewing many talented individuals, including yourself.

We are grateful for the opportunity to learn more about your skills, experiences, and professional aspirations. We were impressed by your background and contributions, and we will keep your information on file should a suitable position arise in the future.

Once again, thank you for your interest in [Company Name] and for the time and energy you invested in the interview process. We wish you success in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]