

Date: [Insert Date]

Dear [Applicant Name],

Thank you for taking the time to apply for the [Job Title] position at [Company Name] and for the effort you invested throughout the selection process. After careful consideration of your qualifications and experience, we regret to inform you that we have chosen to move forward with another candidate for this position.

We understand that receiving this news can be disappointing. We would, however, like to encourage you to remain positive and to continue pursuing your professional goals. Your background and experiences are commendable, and we believe with a few adjustments, you can further enhance your future applications.

- **Tailor your application:** Ensure that your resume and cover letter closely align your skills with the key requirements listed in the job description.
- **Seek feedback:** Don't hesitate to request feedback from interviewers or colleagues, as these insights can be valuable for identifying areas of improvement.
- **Continue upskilling:** Consider pursuing additional training or certifications related to your field to strengthen your qualifications.
- **Highlight accomplishments:** When applying, emphasize specific achievements that demonstrate your impact and capabilities.

We appreciate your interest in joining [Company Name] and encourage you to apply for future opportunities that fit your skills and experience. Wishing you success in your job search and future career endeavors.

Kind regards,

[Your Name]

[Your Title]

[Company Name]