

Dear [Candidate Name],

Thank you very much for taking the time to interview for the [Position Title] at [Company Name]. We appreciate your interest in joining our team and the effort you put into the interview process.

After careful consideration, we have decided to move forward with another candidate for this position. This decision was not easy, as we had many strong applicants, and your qualifications were impressive.

We are grateful for your time and interest in [Company Name], and we wish you great success in your current and future professional pursuits. Please feel free to apply for other openings with us in the future that match your skills and experience.

Thank you again, and best of luck in your job search.

Sincerely,

[Your Name]

[Your Position/Department]

[Company Name]