

Dear [Applicant Name],

Thank you for your interest in the [Position Title] role at [Company Name] and for the time you invested in your application.

After careful review of your application materials, we have decided to move forward with other candidates who more closely match the requirements for this position.

We sincerely appreciate your interest in joining our team and encourage you to apply for future openings that align with your skills and experience. We wish you every success in your job search and professional endeavors.

Thank you again for considering [Company Name].

Sincerely,

[Your Name]

[Your Title/Department]

[Company Name]