

Dear [Applicant Name],

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

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this position. This was not an easy decision due to the high quality of applicants and the strengths you demonstrated during the interview.

We sincerely thank you for your time and for sharing your experiences with us. Please do not hesitate to apply for future openings at [Company Name] that match your qualifications and interests. We would be pleased to consider your application again.

We wish you all the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]