

Date: [Insert Date]

Dear [Candidate Name],

Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team and the effort you invested throughout the selection process.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this role. This decision was not easy, as we received many applications from highly qualified candidates, and your skills and experience were impressive.

We would like to take this opportunity to provide you with some feedback from your interview, which we hope will be helpful as you continue your job search:

- **Strengths:** During your interview, you demonstrated excellent communication skills and a clear understanding of [relevant field or topic]. Your experience in [specific area] was particularly notable and aligned well with our requirements.
- **Areas for Improvement:** We encourage you to further develop your skills in [specific skill/competency] and to provide more detailed examples of how you have handled [relevant situations] in the past. Additionally, highlighting your proficiency with [specific tool/technology/process] could strengthen your future applications.

We truly appreciate your interest in [Company Name] and the professionalism you showed during the interview process. Please do not hesitate to apply for future opportunities that match your skills and experience. We wish you success in your job search and career growth.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]