

Date: [Insert Date]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you invested in the interview process. We appreciate the opportunity to get to know you and to learn more about your skills and experiences.

After careful consideration, we regret to inform you that we have decided not to move forward with your application for this role. This decision was not easy, as we had many strong candidates apply for the position.

We would like to provide you with some specific feedback regarding your candidacy:

- **Strengths:** During your interview, we were particularly impressed by your [mention relevant skills/qualities, e.g., enthusiasm for the industry, communication skills, relevant education, etc.].
- **Areas for Development:** While your experience in [mention specific area] is valuable, we felt that additional experience with [specific technology/skill/task] would better align with our current requirements for this position.
- **Interview Performance:** Your responses to questions about [specific topics] demonstrated a solid foundational understanding, but we encourage you to further develop your knowledge in [related area] to strengthen future applications.

Please know that this decision is not a reflection of your overall potential, but rather a result of the particular needs of our team at this time. We truly appreciate the time and effort you put into the application process and encourage you to apply for future opportunities that align with your skills and experience.

If you would like any additional feedback or have questions about your interview, please don't hesitate to reach out. We wish you nothing but success in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Title/Department]

[Company Name]