

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in the [Position Title] role at [Company Name] and for the time and effort you invested throughout the recruitment process. We appreciate your enthusiasm for joining our team.

After careful consideration, we have decided to proceed with another candidate who more closely matches the specific requirements of this position. We understand that this news may be disappointing, but we were genuinely impressed by your skills and experiences.

To support you in your career journey, we would like to offer some suggestions for future applications:

- **Enhance relevant skills:** Consider further developing your expertise in [specific skill or area], which is highly valued for this type of role.
- **Tailor your application:** Highlight achievements and experiences that directly align with the job description to make your application stand out.
- **Expand your portfolio:** Including additional projects or certifications in [suggested field] could strengthen your candidacy.
- **Seek feedback:** Don't hesitate to request feedback from interviewers or mentors to identify additional areas for growth.

We encourage you to apply again in the future, as we believe your background and motivation are a great fit for [Company Name]. Please feel free to monitor our careers page for upcoming opportunities that match your interests and qualifications.

Thank you once again for considering [Company Name]. We wish you every success in your job search and future career.

Sincerely,

[Your Name]

[Your Position]

[Company Name]