

Date: [Insert Date]

Dear [Candidate Name],

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

After careful consideration, we have decided to move forward with another candidate whose qualifications more closely match our current requirements for this role. This decision was not easy, as we were impressed by your skills and experiences.

We genuinely appreciate the time and energy you dedicated to the application process. If you would like feedback on your interview, please feel free to reach out, and we would be happy to provide some insights that may assist you in your job search.

We encourage you to apply for future openings that match your skills and experience. Thank you again for your interest in [Company Name], and we wish you the best of luck in your future career endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]