

Date: [Insert Date]

Dear [Candidate Name],

Thank you for your interest in the [Position Title] position at [Company Name]. We appreciate the time and effort you invested in your application and for sharing your resume with us.

After careful consideration, we regret to inform you that you were not selected to move forward in the recruitment process at this time. Please know that this decision was not easy, as we received applications from many talented candidates.

As part of our commitment to supporting candidates' professional development, we have included some feedback based on our review of your resume:

- **Formatting:** Consider using a clean, modern format with clear section headings. This will improve readability for recruiters and hiring managers.
- **Content Clarity:** Where possible, use concise bullet points to describe your responsibilities and achievements, focusing on quantifiable results.
- **Relevant Experience:** Tailor your resume to highlight experience and skills most relevant to the position for which you are applying.
- **Keywords:** Incorporate industry-specific keywords from the job posting to help ensure your resume passes through applicant tracking systems (ATS).

We encourage you to apply for future opportunities that align with your skills and interests. Thank you again for considering a career with [Company Name].

We wish you success in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]