

[Your Company Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, ZIP Code]

Dear [Candidate Name],

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

After careful consideration, we regret to inform you that we have selected another candidate for the position. This decision was not easy due to the high caliber of applicants, and we want to acknowledge the strengths and experience you demonstrated during the interview process.

While this role was highly competitive, we were genuinely impressed by your skills, qualifications, and potential. We believe you could be a great fit for our organization in the future, and we encourage you to apply for upcoming opportunities that match your interests and expertise.

Please feel free to stay connected with us through our careers page and consider reapplying when new positions become available. We would be delighted to review your application again.

Thank you once more for your interest in [Company Name]. We wish you every success in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]