

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to submit your application.

After careful review of your qualifications and experience, we regret to inform you that we will not be moving forward with your application at this time. While we recognize your accomplishments, we have decided to pursue other candidates whose background and skills more closely match the requirements for this particular position.

We appreciate your interest in [Company Name] and the effort you put into your application. We will keep your resume on file for future openings that align with your experience, and we invite you to apply again as new positions become available.

Thank you once again for considering a career with us. We wish you continued success in your job search and professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]