

Subject: Thank You for Your Application

Dear [Candidate Name],

Thank you very much for your interest in the [Position Title] role at [Company Name] and for the time you invested in the interview process.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this position at this time. This decision was not easy, given the strong skills and experiences you bring to the table.

We sincerely appreciate your interest in our team and the insights you shared about your background and expertise. If you are open to it, we would like to keep your information on file and reach out should a role that aligns more closely with your skills and career aspirations become available in the future.

Thank you once again for considering [Company Name] as a potential employer. We wish you continued success in your job search and all your professional endeavors. Please do not hesitate to apply for future positions that match your qualifications and interests—we would be glad to see your name again.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]