

Dear [Applicant Name],

Thank you very much for applying for the position of [Job Title] at [Company Name]. We sincerely appreciate your interest in joining our team and the time and effort you invested in the application process.

After careful consideration, we have decided to move forward with another candidate whose skills and experience more closely align with our current needs. This was not an easy decision, as we were genuinely impressed by your qualifications and the enthusiasm you expressed for the role and for our organization.

We want to thank you again for your application and for sharing your background with us. Please do not be discouraged by this outcome - we encourage you to apply for future opportunities, as your profile and attitude would be valuable assets to any team. We would be delighted to consider your application again should a suitable position arise.

We wish you all the best in your job search and continued professional success.

Warm regards,

[Your Name]

[Your Position]

[Company Name]