

Date: [Insert Date]

Dear [Candidate Name],

Thank you for taking the time to apply for the [Job Title] position at [Company Name] and for sharing your background and experiences with us. We sincerely appreciate your interest in joining our team and the effort you invested in the selection process.

After careful consideration, we regret to inform you that we have decided not to move forward with your application for this particular role. This decision was not easy, given your impressive qualifications and the strengths you demonstrated throughout the process.

We recognize the value of your skills and would like to encourage you to apply for future openings that match your expertise and professional interests. Please feel free to check our careers page regularly for new opportunities.

Thank you once again for your interest in [Company Name]. We wish you every success in your job search and future career endeavors, and we hope to see your application again.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]