

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in the [Position Title] role at [Company Name], and for the time you invested in applying. After a thorough review of your application materials, we have decided not to move forward with your candidacy for this position.

We appreciate your efforts and would like to offer some constructive feedback to help you strengthen your future applications, particularly your cover letters:

- **Customization:** Tailor your cover letter to each specific position. Show clear connections between your skills and the job requirements by referencing keywords from the job description.
- **Highlight Achievements:** Go beyond listing responsibilities. Provide concrete examples and quantifiable achievements to demonstrate your impact in previous roles.
- **Conciseness and Clarity:** Aim for clarity and brevity. Focus on your most relevant strengths, and avoid repeating information from your resume.
- **Professional Tone:** Maintain a professional yet genuine tone. Express your enthusiasm for the role and the company, and explain why you are a good fit.
- **Proofreading:** Review your cover letter for spelling and grammatical errors. A polished, error-free letter reflects attention to detail.

For additional resources on writing effective cover letters, consider reviewing guides provided by trusted career websites or seeking feedback from mentors or colleagues.

We appreciate your interest in joining [Company Name], and encourage you to apply for future openings that match your skills and experience. Wishing you the best in your job search.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]