

Dear [Candidate's Name],

Thank you very much for your interest in the [Position Title] at [Company Name], and for the time you invested throughout our selection process. We sincerely appreciate the effort you put into your application and interview.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate for this role. This was not an easy decision, as we had a number of strong applicants, including yourself.

[Optional: If appropriate, insert a brief, constructive comment here, such as: "We were particularly impressed with your experience in [specific area] and your thoughtful approach to [project/task]."]

We genuinely appreciate your interest in joining our team and encourage you to apply for future opportunities that match your skills and experience. We will continue to post new positions on our careers page, and we hope you will consider us again as your career progresses.

Once again, thank you for your time and effort, and we wish you all the best in your job search and professional endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]