

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to meet with our team. We truly appreciate the effort you put into your application and the opportunity to learn more about your background and experiences.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate for this particular role. This decision was not easy, as we received applications from many qualified individuals, including yourself.

While we will not be moving ahead with your application for this position, we were impressed by your qualifications and believe your skills could be a great fit for future openings at [Company Name]. We strongly encourage you to apply for upcoming job opportunities that match your experience and interests.

If you would like feedback regarding your interview or application, please do not hesitate to reach out. Thank you again for your interest in joining our team. We wish you continued success in your job search and look forward to the possibility of connecting again in the future.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]