

Date: [Insert Date]

Dear [Candidate 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 appreciate the effort you invested throughout the application and interview process.

After careful consideration, we regret to inform you that we have selected another candidate for this position. This decision was not easy given your enthusiasm and the strengths you demonstrated during the interviews.

We recognize your potential and are grateful for your interest in joining our organization. To assist you in future opportunities, we would like to offer some constructive feedback. We encourage you to focus on enhancing your proficiency in [mention specific skill or area, e.g., advanced Excel functions, project management methodologies, or relevant technical skills]. Strengthening your capabilities in this area could significantly bolster your candidacy for similar roles in the future.

We wish you the best in your continued professional development and hope you will consider applying again to [Company Name] as you further hone your skills. Thank you once again for your time and interest.

Sincerely,

[Your Name]

[Your Position]

[Company Name]