

[Date]

[Applicant Name]
[Applicant Address]
[City, State, ZIP]

Dear [Applicant Name],

Thank you very much for taking the time to meet with our panel and participate in the interview process for the [Position Title] role at [Company Name]. We appreciate your interest in joining our team and the effort you put into your application and discussions with us.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this position. This decision was not easy, as we had the opportunity to meet with several qualified candidates, and your skills and experience were impressive.

We genuinely appreciate the time and energy you devoted to the interview process, and we thank you for your interest in [Company Name]. We encourage you to apply for future openings that align with your qualifications and career goals.

Thank you again for your interest in joining our organization. We wish you every success in your job search and future professional endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company Name]