

Date: [Insert Date]

Dear [Candidate Name],

Thank you for your interest in the **[Position Title]** role at **[Company Name]** and for the time and effort you invested throughout our selection process. We appreciate the opportunity to learn more about your experiences and qualifications.

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 an easy one, as we received applications from many talented individuals, including yourself.

Constructive Feedback

- **Strengths:** During your application and interview, we were particularly impressed by your *[mention specific strengths, e.g., strong communication skills, relevant technical expertise, enthusiasm for our industry]*.
- **Areas for Improvement:** We recommend focusing on *[mention specific areas, e.g., expanding experience with specific software/tools, developing project management skills, providing more concrete examples of achievements during interviews]* to further strengthen your profile for similar roles in the future.

Improvement Tips

1. Consider seeking additional training or certifications in *[relevant skill/area]* to enhance your expertise.
2. Practice articulating your achievements and the impact of your work using the STAR (Situation, Task, Action, Result) method.
3. Continue networking within the industry to stay informed about trends and new opportunities.

We value the time and effort you put into your application and encourage you to apply for future opportunities with **[Company Name]** that align with your skills and interests. If you would like more detailed feedback or wish to stay connected, please feel free to reach out to us at [\[Contact Email\]](#).

Thank you again for your interest in joining our team. We wish you the very best in your job search and future career endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]