

Date: [Insert Date]

Dear [Candidate Name],

Thank you very much for your interest in the **[Position Title]** role at **[Company Name]** and for the time and effort you invested in the application process.

We appreciate the opportunity to learn more about your background and qualifications. After careful consideration, we would like to inform you that the position has already been filled by another applicant. This decision was not easy due to the high caliber of candidates such as yourself.

Please know that your interest in joining our team is greatly valued. While we are unable to move forward with your application for this specific role, we encourage you to apply for future openings at **[Company Name]** that match your skills and experience.

Thank you once again for your interest in **[Company Name]**. We wish you every success in your job search and future career endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]