

Dear [Candidate Name],

Thank you very much for your interest in the [Job Title] position at [Company Name] and for taking the time to interview with our team. We truly appreciate the effort you invested in the application process and your enthusiasm for joining our company.

After careful consideration, we have decided to move forward with another candidate for this particular role. This decision was not easy, given the strengths and experience you demonstrated throughout the recruitment process.

While this position was not the right fit at this time, we were impressed by your qualifications and believe that you could be a strong match for future opportunities at [Company Name]. With your permission, we would like to retain your information for upcoming openings that align more closely with your skills and interests.

Thank you again for your time and effort. We appreciate your interest in [Company Name] and encourage you to apply for positions with us in the future. Wishing you much success in your job search and career endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]