

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for applying for the position of [Job Title] at [Company Name]. We appreciate your interest in joining our team and the time you invested in your application and interview process.

After careful consideration, we regret to inform you that we have selected another candidate for this role. This decision was not easy, given the number of strong applications we received.

We value your interest in [Company Name] and would like to offer some constructive feedback to help you in your job search. Upon reviewing your resume, we noticed a few areas where you might consider making adjustments:

- **Formatting:** Consider using a clean, professional layout and consistent font style and size to improve readability.
- **Content Relevance:** Tailor your resume to highlight experiences and skills most relevant to the specific position you are applying for.
- **Clarity and Detail:** Use clear, concise language and quantify achievements where possible (e.g., <sup>â€œ</sup>Increased sales by 15% in 6 monthsâ€).
- **Grammar and Proofreading:** Double-check for grammatical errors and typos, as attention to detail is important.
- **Professional Summary:** Consider adding a brief professional summary at the beginning of your resume to showcase your strengths and career goals.

We encourage you to apply for future openings that match your skills and experience. Thank you again for your interest in [Company Name]. We wish you the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]