

Date: [Insert Date]

Dear [Applicant Name],

Thank you very much for your interest in the [Position Title] role at [Your Company Name] and for the time and effort you invested in the application and interview process. We truly appreciate your desire to join our team and your thoughtful engagement with our team members.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this position. As you can imagine, our decision was not easy due to the high quality of candidates this year, including yourself.

While we were impressed with your background and achievements, we have selected a candidate whose experience more closely aligns with our current needs for this role. However, we see great potential in your application and would like to assist you in your job search.

With your permission, we would be happy to refer you to several of our partner companies who are seeking talented professionals like yourself. If you are interested, please let us know, and we will be glad to forward your resume and provide a personal recommendation.

Thank you again for your interest in [Your Company Name]. We genuinely appreciate the time you spent with us and encourage you to apply to future openings for which you qualify. We wish you every success in your career endeavors and look forward to staying in touch.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]