

Date: [Insert Date]

Dear [Candidate Name],

Thank you for your interest in the [Position Title] role at [Company Name] and the time you invested in the application and interview process. We appreciate your enthusiasm and the opportunity to learn about your skills and experiences.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was not easy due to the high quality of candidates we received. Please know that your credentials were carefully reviewed and we truly valued the chance to get to know you.

At [Company Name], we are committed to supporting talented professionals as they advance in their careers. We encourage you to stay connected with us and consider applying for future opportunities that match your expertise. Additionally, we wanted to share some upcoming networking events and resources that could be valuable for your professional growth:

- **[Event Name 1]:** [Date, Location/Online Link] â€“ [Brief Description]
- **[Event Name 2]:** [Date, Location/Online Link] â€“ [Brief Description]
- **[Industry Meetup Group]:** [Regular Meeting Schedule, Link to Group]
- **[Professional Association Conference]:** [Date, Registration Link]

We wish you the very best in your job search and future endeavors. Please do not hesitate to reach out if you have any questions or if we can offer additional support. Thank you, again, for your interest in joining our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]