

Dear [Applicant Name],

Thank you for taking the time to apply for the [Position Title] at [Company Name] and for sharing your experiences and qualifications with us.

We were impressed with your background, particularly your strengths in [mention a specific skill, project, or experience], which stood out during our review. Your application demonstrated a strong attention to detail and a passion for [industry/role-related aspect], qualities that we truly value at our organization.

After careful consideration, we regret to inform you that we have decided to proceed with another candidate for this position. This decision was not easy, as the pool of applicants was highly competitive, and many demonstrated skills and potential, including yourself.

Please know that your application was given thorough consideration. We encourage you to apply for future openings that match your qualifications and interests, as we were genuinely impressed by your credentials and believe you could be a valuable addition to our team.

We appreciate the time and effort you invested throughout our selection process and wish you every success in your job search and future career. If you would like specific feedback regarding your application, please feel free to reach out.

Thank you again for your interest in [Company Name].

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]