

[Date]

[Applicant Name]

[Applicant Address]

[City, State ZIP]

Dear [Applicant Name],

Thank you very much for your interest in the [Job Title] position at [Company Name] and for taking the time to submit your application.

After carefully reviewing your application, we regret to inform you that we will not be moving forward with your candidacy for this position. Due to the high volume of qualified applications we received, we are unable to advance every candidate to the interview stage.

We appreciate the effort you invested in your application and your interest in being part of our company. We encourage you to apply for future openings that match your qualifications and experience.

Thank you once again for considering [Company Name] as a potential employer. We wish you every success in your job search and career.

Sincerely,

[Your Name]

[Your Title]

[Company Name]