

Dear [Candidate Name],

Thank you very much for taking the time to meet with us regarding the [Position Title] role at [Company Name]. We truly appreciate the effort you put into the interview process and the interest you have shown in joining our team.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate whose experience and qualifications more closely fit the requirements of the role at this time.

We would also like to express our sincere thanks for the thoughtful feedback and insights you shared during your interview. Your perspective provided valuable input, and we appreciate the opportunity to learn from your experience.

We were impressed by your skills and professionalism, and we will keep your information on file should a suitable position become available in the future. We encourage you to reapply for opportunities with us that match your background and interests.

Thank you again for your interest in [Company Name] and for sharing your time and ideas with us. We wish you the best of luck in your job search and all your future endeavors.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]