

Dear [Candidate Name],

We appreciate the opportunity to have met with you and learn more about your qualifications during the interview process. After careful consideration, we regret to inform you that we will not be moving forward with your application at this time.

We sincerely thank you for the time and effort you invested in the interview and encourage you to apply for future openings that match your skills and experience.

We wish you the best in your ongoing job search and future career endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]