

Date: [Insert Date]

Dear [Candidate Name],

Thank you very much for taking the time to interview for the [Job Title] position at [Company Name]. We truly appreciate your interest in joining our team and the effort you put into the application and interview process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this particular role. This decision was not easy, given the high quality of applicants such as yourself.

We are grateful for the opportunity to learn more about your skills and achievements. Please do not be discouraged; we encourage you to apply for future openings that match your qualifications and interests.

Once again, thank you for your time, effort, and interest in [Company Name]. We wish you every success in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]