

Dear [Applicant Name],

Thank you for your interest in the [Position Title] role at [Company Name] and for the time you invested in your application.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this position. While your background is impressive, we have selected candidates whose qualifications more closely match the requirements of the role.

We appreciate your interest in joining our team and encourage you to apply for future openings with us that match your skills and experience.

Thank you again for considering a career at [Company Name]. We wish you every success in your job search and professional endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]