

Dear [Candidate Name],

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

After careful consideration, we regret to inform you that we will not be moving forward with your application for this position. This was a difficult decision, as we were impressed with your skills and the experiences you shared during our conversation.

We genuinely appreciate your interest in joining [Company Name] and the enthusiasm you demonstrated throughout our interactions. Although we are unable to offer you a position at this time, we encourage you to apply for future openings that align with your experience and goals. We would be glad to consider your application again.

Thank you once again for your time and for considering [Company Name] as a potential next step in your career. We wish you the best of luck with your current job search and future professional endeavors.

Kind regards,

[Your Name]

[Your Position]

[Company Name]