

Date: [Insert Date]

To: [Candidate Name]

Email: [Candidate Email]

Dear [Candidate Name],

Thank you for your interest in the **[Job Title]** position at **[Company Name]** and for the time and effort you invested throughout our recruitment process.

After careful consideration of your application and interview, we regret to inform you that we have decided to move forward with another candidate for this position. This decision was not easy, as we received applications from many qualified individuals, and we appreciate your enthusiasm and the skills you brought to the process.

Tips for Future Job Applications:

- **Tailor your resume and cover letter** to highlight your most relevant skills and experiences for each position.
- **Seek feedback** on your interview performance and areas for improvement.
- **Continue developing your skills** through courses, certifications, or volunteer experiences relevant to your field.
- **Network** with professionals in your industry to learn about potential opportunities and industry trends.

We encourage you to apply for future positions with us that match your skills and interests. Your profile will be kept in our talent pool for upcoming opportunities.

Thank you again for considering **[Company Name]** as a potential employer. We wish you every success in your ongoing job search and future career endeavors.

Best regards,
[Your Name]
[Job Title]
[Company Name]
[Contact Information]