

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in the [Position Title] role at [Company Name], and for taking the time to submit your application.

After careful consideration, we have decided not to move forward with your application at this time. We were very impressed by your background and the breadth of your experience. However, after a thorough review, we feel that your qualifications and expertise exceed the experience required for this particular position.

This decision was made to ensure the best possible match between our current organizational needs and the responsibilities of the role. We genuinely appreciate your interest in joining our team, and we regret that we are unable to offer you a position at this time.

We encourage you to keep an eye on future openings at [Company Name], as we believe your skills and experience may be an outstanding fit for more senior opportunities that are more closely aligned with your career goals.

Thank you again for considering [Company Name] as part of your career journey. We wish you continued success in all your future endeavors.

Sincerely,
[Your Name]
[Your Title]
[Company Name]