

[Your Company Letterhead]

[Date]

Dear [Candidate Name],

Thank you for taking the time to apply for the position of **[Job Title]** at **[Company Name]** and for participating in our interview process. We appreciate your interest in joining our team and the effort you invested throughout the selection process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this role. This was not an easy decision given the strengths and potential you demonstrated.

We would like to provide some feedback on your application, as we believe it may be helpful as you continue your career journey:

- **Technical Skills:** Your knowledge of [specific technology or skill] was evident and impressive. However, we recommend further developing your experience with [another specific skill or tool], which is essential for the position.
- **Communication:** Your responses during the interview were thoughtful. To strengthen your candidacy for similar roles, we encourage you to focus on providing more detailed examples of your accomplishments and the impact of your work.
- **Team Collaboration:** While your teamwork abilities are clear, we suggest highlighting projects where you took on a leadership or coordinating role, as these are highly valued in our team dynamics.

We hope this feedback is helpful and encourages you as you pursue future opportunities. We will keep your information on file for upcoming openings that may fit your profile. Please do not hesitate to apply again as your skills continue to grow.

Thank you once again for your interest in **[Company Name]** and we wish you the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]