

Date: [Insert Date]

To: [Applicant Name]

[Current Job Title]

[Department]

Dear [Applicant Name],

Thank you very much for your interest in the [Position Title] role and for the time and effort you put into the interview process. We sincerely appreciate your commitment to growing your career within [Company Name].

After careful consideration, we have decided to move forward with another candidate for this position. This was not an easy decision, as we had several qualified applicants, and we recognize the valuable skills and experience you bring to our team.

We deeply appreciate your ongoing contributions to [Company Name] and your dedication to our collective success. We encourage you to continue pursuing your professional development and to apply for future opportunities that align with your career goals. Please feel free to reach out to your manager or HR if you would like specific feedback on your interview or guidance on how to prepare for future opportunities.

Thank you once again for your interest, your professionalism, and all that you do for [Company Name]. We look forward to your continued success with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]