

Date: [Insert Date]

Dear [Candidate's Name],

Thank you very much for taking the time to interview for the [Job Title] position at [Company Name]. We sincerely appreciate your interest in joining our team and the effort you put into the interview process.

After careful consideration, we have decided to move forward with another candidate for this position. This decision was not easy, as we were impressed by your skills and experiences. Please know that your application and interview made a very positive impression on our team.

We genuinely appreciate the time you invested in applying and meeting with us. We encourage you to apply for future opportunities at [Company Name], as we believe your background could be a great fit for roles that may become available.

Thank you once again for your interest in [Company Name] and for sharing your strengths and accomplishments during the interview. We wish you every success in your job search and all your future endeavors.

Kind regards,

[Your Name]

[Your Job Title]

[Company Name]