

Date: [Insert Date]

Dear [Candidate's Name],

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

After careful consideration, we have decided not to move forward with your candidacy for this role. This decision was not easy, as your skills and experience are clearly impressive and would be an asset to any organization.

Our evaluation process involves not only assessing a candidate's qualifications but also considering how team members align with our company's culture, values, and ways of working. We believe that fostering a cohesive and supportive environment is essential to both individual and organizational success. In this instance, we feel there is not the optimal alignment between your approach and our cultural expectations.

Please understand that this decision does not diminish the value of your professional background. We are confident that you will find an opportunity that is a better fit for your skills, values, and career aspirations.

Thank you again for your time and interest in [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]