

Date: [Insert Date]

Dear [Candidate Name],

Thank you very much for your interest in the [Job Title] position at [Company Name] and for taking the time to meet with us during the interview process. We appreciate the effort you invested and the enthusiasm you showed for becoming a part of our team.

After careful consideration, we have decided not to move forward with your application at this time. This decision was not easy, as we received applications from many talented individuals.

We would like to share some feedback regarding our decision to help you in your continued job search. Our team was impressed with your experience and skill set; however, we found that there were some differences between your work style and preferences and the core values and working environment we promote at [Company Name]. As an organization, we highly value [mention a few core cultural elements, e.g., open collaboration, adaptability, or a fast-paced environment], and these aspects form a significant part of our daily operations and team dynamics.

For example, during our discussions, we noticed [briefly mention specific but constructive feedback, such as "you expressed a preference for independent work, whereas our projects demand constant team collaboration and frequent open communication"]. We believe that cultural alignment is critical for both job satisfaction and success within our company, and our decision reflects our commitment to ensuring the best fit for both the organization and our employees.

We sincerely appreciate your interest in [Company Name] and hope this feedback is helpful to you. We wish you all the best in your ongoing career pursuits and thank you again for considering us in your job search. Please feel free to reach out if you would like any additional feedback or wish to stay in touch for potential future opportunities.

With best regards,

[Your Name]

[Your Job Title]

[Company Name]