

[Date]

[Applicant Name]  
[Applicant Address]  
[City, State ZIP Code]

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time and effort you invested in the application and interview process. We truly appreciate your desire to work with our team.

After careful consideration, we regret to inform you that we have selected another candidate for this position. Please know that this decision was not made lightly, as we received applications from many talented individuals, including yourself.

We were impressed by your qualifications and experience, and we would like to keep your information on file for upcoming openings that align with your skills and background. We encourage you to check our careers page regularly and to apply for future opportunities that match your interests.

Thank you once again for your interest in joining [Company Name]. We wish you all the best in your job search and future career.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]