

Date: [Insert Date]

Dear [Candidate Name],

Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We appreciate the effort you put into your application and the opportunity to learn more about your skills and experiences.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this role. This decision was not easy, as we were impressed with several aspects of your interview performance. In particular, your strong communication skills and knowledge of [mention specific relevant skill, e.g., project management or industry knowledge] stood out to the interview panel.

However, we found that your experience with [specific software, process, or responsibility-e.g., advanced data analytics or managing large teams] did not fully align with our current needs for this position. We encourage you to continue building expertise in this area, as we believe it will significantly enhance your candidacy for similar roles in the future.

We genuinely appreciate your interest in joining our team and encourage you to apply for future openings that match your skills and career goals. Please don't hesitate to reach out if you would like additional feedback on your interview.

We wish you every success in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]