

[Your Company Letterhead or Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State ZIP Code]

Dear [Candidate's Name],

Thank you for taking the time to participate in our recent group interview for the [Position 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 regret to inform you that we will not be moving forward with your application for this role. The selection was especially difficult given the strength of all the candidates we met with, including yourself. Please know that this decision was not made lightly, and we are grateful for the opportunity to have learned more about your skills and experiences during the group interview.

We genuinely appreciate your interest in [Company Name] and the time you invested in getting to know our organization and our team. Thank you again for considering us as a potential employer and for your participation in the group interview.

We wish you every success in your future endeavors. Please feel free to apply to any open positions with us in the future that match your qualifications.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]