

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We enjoyed getting to know you and learning about your skills and experiences.

After careful consideration, we have decided to move forward with another candidate who more closely aligns with our current needs. This was a tough choice as we had a number of strong applicants, and we truly appreciate the effort you put into the application process.

We wish you all the best in your job search and hope you find a position that's a great fit for your talents.

Thank you once again for your interest in [Company Name].

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]