

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Job Title] position with us on [Interview Date]. We appreciate your interest in our company and the insights you shared during the interview.

After careful consideration, we would like to express our continued interest in your candidacy. Your skills and experience align well with our needs, and we believe you would be a valuable addition to our team.

We are currently in the process of finalizing our decision and will keep you updated on the next steps. In the meantime, please feel free to reach out if you have any questions.

Thank you once again for your interest in [Company Name]. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]