

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you put into your application and interview.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was difficult, as we received applications from many qualified candidates.

We encourage you to apply for future openings that match your skills and experience. We wish you the best in your job search and future endeavors.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]