

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you took to apply and interview for this role.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate whose qualifications more closely align with our needs at this time.

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

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

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]