

Dear [Candidate's Name],

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

After careful consideration, we regret to inform you that we have decided to move forward with another candidate whose skills and experience more closely align with our needs at this time. This decision was not easy, as we had many qualified applicants.

We encourage you to apply for future openings that match your qualifications and interests. We also appreciate your desire to be part of our organization and wish you the best in your job search.

Thank you once again for your time and effort.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]