

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to participate in our recruitment process.

We appreciate the effort you put into your application and the opportunity to learn more about your skills and experiences. After careful consideration, we regret to inform you that we have decided to move forward with another candidate who more closely meets our needs for this position.

We encourage you to apply for future openings that match your qualifications. Thank you once again for your interest in [Company Name], and we wish you all the best in your job search.

Sincerely,

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