

Dear [Applicant's Name],

Thank you for your application for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team and the time you invested in the application process.

After careful consideration, we have decided to move forward with other candidates who more closely match the qualifications we are seeking. This decision was not easy, as we received many strong applications.

We encourage you to apply for future openings that align with your experience and interests, and we wish you the best in your job search.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]