

Dear [Applicant's Name],

Thank you for your interest in the [Position Title] at [Company Name]. We genuinely appreciate the time and effort you put into your application and the opportunity to learn about your skills and experiences.

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

Please know that your qualifications were impressive, and we encourage you to apply for future openings that match your skills and interests. We wish you the very best in your job search and future endeavors.

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

Sincerely,
[Your Name]
[Your Position]
[Company Name]