

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Position Title] at [Company Name] on [Interview Date]. We appreciate your interest in joining our team.

After careful consideration, we wanted to follow up with you regarding the outcome of your interview. While we were impressed with your skills and experience, we have decided to move forward with another candidate whose qualifications more closely match our needs at this time.

We encourage you to apply for future openings that align with your experience, as we were genuinely impressed with your background and would like to keep your resume on file.

Thank you once again for your interest in [Company Name]. We wish you all the best in your job search and future endeavors.

Sincerely,

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