

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you invested in the interview process.

We appreciate your qualifications and the effort you put into your application. However, after careful consideration, we have decided to move forward with another candidate whose experience more closely aligns with the needs of our team.

We encourage you to apply for future opportunities that match your skills and experience. We wish you the best in your job search and future endeavors.

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

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]