

Dear [Candidate'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 enthusiasm and the effort you put into your application.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate who more closely aligns with the specific needs and requirements of the position. For instance, [Candidate's Name] demonstrated exceptional expertise in [specific skill or experience], which played a pivotal role in our decision-making process.

We were genuinely impressed by your [mention a strength of the candidate, e.g., communication skills, problem-solving abilities, relevant experience], and we encourage you to apply for other openings that may arise in the future. Your skills are valuable and we believe you have great potential.

Thank you once again for your application. We wish you the best of luck in your job search and future professional endeavors.

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