

# Performance Review Outcome Communication

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for your application for the [Job Title] position at [Company Name]. After conducting a thorough performance review, we appreciate the time and effort you invested in the application process.

We regret to inform you that we have decided to move forward with another candidate whose skills and experience more closely match our current needs.

We encourage you to apply for future openings that align with your qualifications. Thank you again for your interest in [Company Name], and we wish you all the best in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]