

Dear [Applicant's Name],

Thank you for your application for the [Job Title] position at [Company Name]. We appreciate the time and effort you put into your application and the interest you have shown in our company.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate whose skills and experience more closely match our needs at this time. This was not an easy decision, as we had many qualified applicants.

We encourage you to apply for future openings that match your qualifications and interests. Thank you once 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]

[Contact Information]