

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you put into your application and the opportunity to learn about your qualifications.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate who more closely matches the requirements of the position.

We encourage you to apply for future openings that match your skills and experience. Thank you once again for your interest in [Company Name], and we wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]