

# Non-Selection Notification

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for applying for the [Job Title] position at [Company Name]. We appreciate the time and effort you invested in the interview process and the opportunity to learn more about your qualifications.

After careful consideration, we regret to inform you that we have selected another candidate for this position who more closely matches our current needs. This decision was difficult, given the high caliber of applicants, including yourself.

We genuinely appreciate your interest in [Company Name] and your desire to be part of our team. We encourage you to apply for future openings that align with your skills and experiences.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]