

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 impressive background and qualifications.

After careful consideration, we regret to inform you that we will not be moving forward with your application. While your qualifications and experience are exceptional, we feel that they exceed the requirements for the position.

This decision is in no way a reflection of your capabilities or potential. We believe that someone with your level of expertise would be better suited for more advanced roles. We encourage you to apply for future openings that align with your qualifications and experience.

Thank you once again for your interest in [Company Name]. We wish you all the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]