

Decision Notification

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We appreciate your interest in our team and the effort you put into the interview process.

After careful consideration and review of your qualifications, we regret to inform you that we have decided to move forward with another candidate who more closely aligns with the requirements of the role.

We encourage you to apply for future openings at [Company Name] as we were impressed with your skills and experiences. We sincerely appreciate your interest and wish you all the best in your job search.

Thank you once again for your time and interest in joining our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]