

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to interview with us. We appreciate the effort you put into your application and the enthusiasm you displayed during our discussions.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate who more closely meets the experience criteria we are looking for. While your qualifications are impressive, we believe there are significant gaps in the specific experience needed for this role.

We encourage you to apply for future openings that match your skills and experiences more closely, and we wish you the best of luck in your job search.

Thank you once again for your interest in [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]