

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you took to apply and the opportunity to review your qualifications.

After careful consideration, we regret to inform you that we will not be moving forward with your application. This decision was a difficult one, as we received applications from many qualified candidates. Unfortunately, we found other candidates whose skills and experiences more closely match the requirements of the role.

We appreciate your interest in [Company Name] and encourage you to apply for future openings that may align with your skills and experience.

Thank you once again for your interest in joining our team. We wish you all the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]