

Dear [Candidate's Name],

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

After careful consideration, we regret to inform you that we have selected another candidate for this position. This decision was not easy, as we received applications from many qualified individuals. We were impressed with your skills and experience, and we encourage you to apply for any future openings that match your qualifications.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]