

Regret Letter for Unqualified Applicants

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.

After careful consideration, we regret to inform you that we will not be moving forward with your application. Although you have impressive qualifications, we have chosen to proceed with candidates whose experience more closely aligns with the requirements of the role.

We encourage you to apply for future openings that match your skills and interests. Thank you once again for your interest in [Company Name], and we wish you all the best in your job search.

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