

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position within our team. We appreciate the time and effort you put into your application and the opportunity to learn more about your qualifications.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this role. This decision was not made lightly, as we recognize your hard work and dedication to our organization.

We encourage you to view this as a valuable opportunity for personal growth. With your skills and contributions, we believe that there are many areas within our company where you can continue to develop and thrive. We suggest seeking feedback on your application, and there may be future openings that align more closely with your aspirations and strengths.

Thank you once again for your commitment to our team. We look forward to supporting your journey here at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]