

Application Decline Notification

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Applicant Address: [Insert Applicant Address]

Dear [Applicant Name],

We appreciate your interest in [Insert Position/Opportunity] at [Insert Company/Organization Name]. After careful consideration of your application, we regret to inform you that we are unable to proceed with your application at this time.

Unfortunately, your application did not meet our specific requirements for this position, particularly in the areas of [Insert Specific Requirements]. We encourage you to consider future opportunities that may better suit your qualifications and skills.

Thank you for your interest in [Insert Company/Organization Name]. We wish you success in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Insert Company/Organization Name]

[Contact Information]