

Applicant Filtering Process

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you invested in your application.

Our team has completed an initial review of your application and supporting documents. At this stage, we are filtering candidates based on specific qualifications and experience that align with our needs.

Unfortunately, we regret to inform you that we will not be moving forward with your application at this time. However, we encourage you to apply for future opportunities that may better align with your skills and experience.

Thank you once again for your interest in joining [Company Name]. We wish you all the best in your job search.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]