

Hiring Process Conclusion

Date: [Insert Date]

Dear [Candidate's Name],

We would like to thank you for your interest in the [Job Title] position at [Company Name]. After careful consideration, we have concluded the hiring process.

We appreciate the time and effort you invested in the interview process and were impressed with your qualifications and experience.

At this time, we have decided to move forward with another candidate whose experience more closely aligns with our current needs. However, we will keep your resume on file for future openings.

We wish you the best of luck in your job search and future career endeavors.

Thank you once again for your interest in [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]