Job Opening Closure Notification

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Your Company Name]. We appreciate the time and effort you put into your application and interview process.

We regret to inform you that the application process for this position has now been closed. We have decided to move forward with other candidates whose qualifications more closely match our current needs.

We encourage you to apply for future openings that align with your skills and experience as we continually seek talented individuals like yourself.

Thank you once again for your interest in [Your Company Name]. We wish you the best in your job search and future career endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]