

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We appreciated the opportunity to learn more about your skills and experiences.

After careful consideration, we regret to inform you that we will not be moving forward with your application. This decision was not easy due to the strong pool of candidates we met during the interview process.

We encourage you to apply for future openings that match your qualifications, as we were impressed with your background and experience.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]