

Dear [Candidate's Name],

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

After careful consideration, we regret to inform you that we have decided to move forward with another candidate who more closely meets our current needs. This decision was not easy, as we were impressed by your skills and experiences.

We encourage you to apply for future openings that match your qualifications and would like to keep your resume on file for consideration as new opportunities arise.

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

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]