

Closure Letter to Unsuccessful Candidates

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you dedicated to the interview process.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate whose qualifications more closely match our needs at this time.

We encourage you to apply for openings in the future and wish you success in your job search.

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

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