

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 joining our team and the effort you put into the interview process.

After careful consideration, we have decided to move forward with another candidate who we believe is a closer fit for the role at this time. This was a difficult decision, as we had many qualified applicants.

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

Thank you once again for your 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]  
[Contact Information]