

**Dear [Applicant's Name],**

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you invested in the interview process and your enthusiasm for our team.

After careful consideration, we regret to inform you that we have selected another candidate for this position. This decision was difficult due to the high caliber of applicants, including yourself.

We encourage you to apply for future openings that align with your skills and experience. Thank you once again for your interest in [Company Name], and we wish you all the best in your job search.

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