

Dear [Applicant's Name],

Thank you for your application for the [Job Title] position at [Company Name]. We appreciate the time and effort you put into the interview process and we enjoyed learning 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, as we had many qualified candidates. We encourage you to apply for future openings that match your skills and experiences.

We wish you the best of luck in your job search and future career endeavors.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]