

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

Thank you for your interest in the [Position Title] at [Company Name]. We appreciate the time and effort you took to apply and interview for this position.

After careful consideration, we regret to inform you that we will not be moving forward with your application. This decision was not easy, given the strong pool of candidates we had for this role.

We encourage you to apply for future openings that match your skills and experience. We wish you the best of luck in your job search and future endeavors.

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

Sincerely,

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