

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Position Title] at [Company Name]. We appreciate your interest in joining our team and the effort you put into the interview process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this position. This decision was difficult given the many qualified applicants we reviewed.

We want to thank you once again for your interest and the time you invested with us. We encourage you to apply for future openings that align with your skill set.

Wishing you all the best in your job search.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]