

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

After careful consideration, we would like to inform you that we have made our final decision regarding the position. While we were impressed with your qualifications and experience, we have decided to move forward with another candidate who more closely matches our needs at this time.

We sincerely appreciate your interest in [Company Name] and the time you invested in the interview process. We encourage you to apply for future openings that match your skills and experience.

Thank you again for your interest, and we wish you the best in your job search and future endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]