

Recruitment Process Conclusion Notice

Date: [Insert Date]

Dear [Candidate's Name],

We would like to thank you for your interest in the [Job Title] position at [Company Name]. After careful consideration and review of your application and interview, we regret to inform you that we have decided to proceed with another candidate who more closely meets our current requirements.

Your qualifications and experience were impressive, and we encourage you to apply for future openings that match your skills. We appreciate the time and effort you invested in the recruitment process and wish you all the best in your job search.

Thank you once again for considering a career with [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]