

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

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you invested in the interview process. We appreciate your effort and the opportunity to learn about your qualifications and experiences.

After careful consideration, we regret to inform you that we have selected another candidate whose skills and experience more closely match the needs of the position.

Thank you once again for your interest in [Company Name], and we wish you the best in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]