

Application Rejection Notice

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your application for the [Job Title] position at [Company Name]. We appreciate the time you took to apply and share your qualifications with us.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate whose experience more closely aligns with the requirements of the position.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]