

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Your Company Name]. We appreciate the time you took to interview with us and to learn more about our team.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this position. This decision was difficult due to the high caliber of applicants we received.

Thank you once again for your interest in [Your Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]