

# Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you dedicated to the interview process.

We appreciate the effort you put into your application and the opportunity to learn more about your skills and experiences. After careful consideration, we have decided to move forward with another candidate who more closely matches our current needs.

We were particularly impressed by [specific strength or achievement] but felt that [area for improvement] would be a key factor in our decision-making process. We encourage you to continue developing your skills in this area.

We truly appreciate your interest in [Company Name] and encourage you to apply for future openings that align with your expertise. We wish you all the best in your job search and future endeavors.

Thank you again for your time.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]