

Dear [Applicant's Name],

Thank you for applying for the [Job Title] position at [Company Name]. We appreciate the time and effort you invested in the interview process.

After careful consideration, we regret to inform you that we have chosen to proceed with another candidate for this position. Please know that this decision was not an easy one, and it in no way reflects your qualifications or capabilities.

We were impressed with your experience in [specific area or skill], and we encourage you to apply for future opportunities that align with your skills and interests. We believe you have a lot to offer and would welcome the chance to see your application again.

Thank you once again for your interest in [Company Name]. We wish you all the best in your job search and future career endeavors.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]