

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

Thank you for your interest in the [Position Title] position at [Non-Profit Organization Name] and for the time you invested in the interview process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was not easy, as we received many applications from highly qualified candidates.

We appreciate the effort you put into your application and encourage you to apply for future openings that match your skills and interests. We wish you the best of luck in your job search and future endeavors.

Thank you once again for your interest in our organization.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Contact Information]