

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We appreciate your interest in the [Job Title] position at [Company Name] and the time you invested in the interview process.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate who more closely meets our requirements for the role.

We were impressed with your qualifications and encourage you to apply for future openings that fit your skills and experiences. Thank you once again for your interest in [Company Name]. We wish you all the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]